

# CONSTITUTION 2009

## THE CHRISTIAN ASSEMBLIES INTERNATIONAL

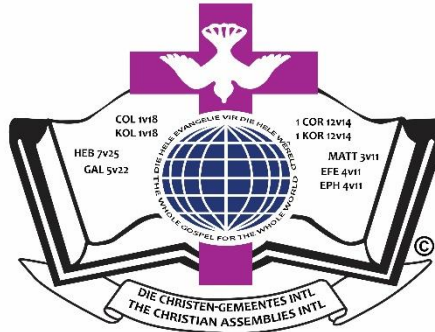
REVISED EDITION 2009

Everything you need to know about The Christian Assemblies International. You are encouraged to familiarize yourself with the content hereof.

Pastor Lester Allies

[admin@thechristianassembliesint.org.za](mailto:admin@thechristianassembliesint.org.za)

## ARTICLE I: THE LOGO OF THE CHURCH



- i. **Cross** - Refers to the death of Jesus Christ on the cross of Calvary.
- ii. **Colour of the cross (purple)** - Indicates the garment in the temple.
- iii. **White Dove** - Indicates the pouring out of the Holy Spirit.
- iv. **Open Bible with periscope** - The acceptance of the Bible as the Word of God, as well as the preaching of the gospel to all nations, languages and people.
- v. **Globe** - The spreading of the gospel throughout the whole world.
- vi. **White-ribbon** - Indicates the Holiness.

## ARTICLE II: NAME AND MOTTO

### CLAUSE (i)

The name of this church is **THE CHRISTIAN ASSEMBLIES INTERNATIONAL**.

### CLAUSE (ii)

The motto of the Christian Assemblies International is "The whole gospel for the whole world".

## **ARTICLE III: DEFINITION**

### **Apostle**

An apostle is a person who was appointed by the Executive Council and meets the requirements in the Bible, including 1 Titus 1:6-9.

### **Conversion**

An inner way of change, change of heart, aversion of sin and a conversion to God through Jesus Christ to take our Lord as our personal Saviour, characterized by a changed attitude, way of living, and walks.

### **Deacon**

An officer who is appointed to help, especially with the temporary and financial interest of the congregation; someone who meets the requirements in 1 Tim 3: 8-13.

### **Evangelist**

A person who is specifically separated by the Church council, or District council, or Regional council or the Executive council to preach the gospel.

### **Ordained minister**

Is a person who is ordained and recognized by the Executive council/Board members on recommendation of the Regional Council.

### **Banned**

In terms of **ARTICLE XI** of the Constitution, the person is banned from the church community due to an offence or/and malpractice and deprived from membership by a Church council, District council, Regional council, Executive council or Council members.

### **Moderator**

The Chairperson of the council members and the Executive council.

### **Elders**

Someone who is appointed with a learning and ruling authority and who meets the requirements in 1 Tim 3: 1-7 and Titus 1: 6-9.

### **To be under discipline**

Suspended from church activities, deprived for a time being from some church rights, as might be decided by the Church Council, District Council, Regional Council, Executive Council or Workers Council.

### **Local Assembly**

Is an assembly, which also includes a branch assembly of the specific local assembly, with a minimum number of fifty (50) members, that was established by a District council, existing of four (4) elders, of which one of them is the Pastor or Leader of the Assembly.

### **Constitutional Committee**

A committee who has the knowledge of Constitutional matters and experts who are employed by the Executive Committee, to discuss and to recommend Constitutional amendments.

## **ARTICLE IV: NATIONAL AND INTERNATIONAL POLICY**

### **CLAUSE (i)**

The policy of the Christian Assemblies International, as stated in **ARTICLE VIII**, is that every country must have its own local assemblies, District Councils, Regional Councils, Executive Councils and committee members, and that the herein mentioned stipulations and clauses will be applicable, so that they can have their own Bible schools, Old Age home, Orphanages and to arrange spiritual conferences and meetings.

## **CLAUSE (ii)**

### **THE FORMATION OF A COUNTRY**

- a. The Christian Assemblies International will be seen as the Mother church, and all applications of other countries to form its own Workers council, must be sent to the Mother Church via the Executive council.
- b. Any country that wants to apply for the formation of their own Workers council, is subjected to the following criteria:
  - i) Physical investigation by the Executive council of the Mother church in the Republic of South Africa (RSA) to ascertain any constitutional regulations and to discuss the terms.
  - ii) Any application for formation of a Workers council must be supported with written acceptance of every established assembly, District council and Regional council in the specific country, as well as the Minutes wherein it is recorded that the decision is accepted by the Church-, District- and Regional council. A list of signatures of baptized members must be attached, as well as delegates of the District- and Regional councils.
  - iii) To qualify for the application, there must be at least twenty (20) established assemblies, ten (10) District councils and six (6) Regional councils. An assembly must have at least fifty (50) baptized members.
  - iv) Every assembly, District- and Regional council must be viable.

## **CLAUSE (iii)**

### **POLICY IN RESPECT OF CO-OPTATION**

Every council, committee or management will have the right to co-opt a person or persons to serve on such council, committee or management for a period as determined by the involved council, committee or management.

### **ARTICLE V: PURPOSE AND FUNCTION**

The purpose and the function include the following:

#### **CLAUSE (i)**

To proclaim, preach, teach, and promote the Gospel of Jesus Christ to all people, nations and creatures on earth with the necessary resources and tools available to this Church.

#### **CLAUSE (ii)**

To establish Assemblies, Sunday school associations, Youth associations, Sisters associations, and Deaconship, Bible schools, Old Age Homes, Orphanages and any other institutions to promote the Gospel of Christ, and to edify and equip Workers of Christ.

#### **CLAUSE (iii)**

To write and print books, magazines, flyers, pamphlets, letters, and circular letters for distribution to promote the Gospel of Christ.

#### **CLAUSE (iv)**

To acquire, to buy, to sell, to rent, to lease, to receive as a gift or as an inheritance any movable and immovable assets as needed by the different bodies, councils, or associations, as defined in this Constitution, for use or for safekeeping, as agreed upon.

#### **CLAUSE (v)**

To execute the objectives as stipulated in this Clause or any other person, purpose, or case for the advancement of the church, funds can be raised, received, invested, borrowed, or lend, subjected to the approval of the respective councils.

## **ARTICLE VI: DOCTRINES**

The members of the Christian Assemblies International accept the whole Bible as the Word of God, and the New Testament as the basis of their teaching and living, and believe in the following:

### **CLAUSE (i)**

In the infallible divine inspiration of the whole Bible.

### **CLAUSE (ii)**

In the only God who exist from eternity in the Father, the Son, and the Holy Spirit.

### **CLAUSE (iii)**

In the iniquity of human beings and the importance of repentance and conversion to God, justification, rebirth, sanctification and salvation by faith in the atoning death and resurrection of Jesus Christ, our Lord, and the everlasting punishment of the wicked sinner.

### **CLAUSE (iv)**

In the virgin birth, sinless life, atoning death, triumphant resurrection, ascension and continuous intercession of our Lord Jesus Christ, Him as the Head of the Body in Christ, as His church, and as our Highest Authority, in His second return, and His millennial reign on earth.

### **CLAUSE (v)**

In the fruit of the Holy Spirit according to Gal 5:22 as the standard for the moral and spiritual life of the believer.

### **CLAUSE (vi)**

In baptism (filling) with the Holy Spirit for the believer with the signs that follow (Acts 1:8; Acts 2:4; Acts 10:44-46; Acts 19:6)

### **CLAUSE (vii)**

In the gifts of the Holy Spirit according to 1 Cor. 12:14; Mark 16:15-20 and Romans 12:6-8 for the expansion, edification, encouragement and comfort of the assembly, being the body of Christ.

### **CLAUSE (viii)**

In divine healing for the body, laying of hands, and anointing with oil covered in prayer of faith (Mark 16:16-18; James 5:4-15; Act 19:1-12; Mark 6:13).

### **CLAUSE (ix)**

In the ministry of Holy Baptism to the believers by means of a simple immersion (Matt. 28:19; Act 2:38), in the Holy Communion, in the Dedication of children to the Lord.

### **CLAUSE (x)**

In the recognition and exercise of the offices of the apostles, prophets, evangelists, shepherds, teachers, elders and deacons (Eph 4:11; Tim 3:1-16; Act 14:23; Act 20:28).

### **CLAUSE (xi)**

In the possibility to be lost in grace and eternity (Heb. 6:4-6; Gal 5:4).

### **CLAUSE (xii)**

In the necessity and honoring of the biblical principles of God by the giving of material contributions to the church of God as stipulated in **ARTICLE X (i) (a)**.

## **ARTICLE VII: MEMBERSHIP**

### **CLAUSE (i)**

A member of this church will be someone who with the conviction and confessing of sin came to true repentance to God, who adopted the Lord Jesus Christ as his/her personal Saviour, was baptized by means of immersion, and who accepts this Constitution, subjects himself/or herself to the principles and the way of living, and the application as a member has been accepted by the local Assembly of this church.

### **CLAUSE (ii)**

All membership applications must be in writing and submitted to the respective Church council and must be considered for approval or disapproval by the local church council. If membership is granted, a membership certificate must than be issued.

### **CLAUSE (iii)**

People will remain as members until they resign in writing, or they join another church, or die, or according to **ARTICLE XI** are banned, or according to the decision of the church council, not to participate as a church member in activities. The membership certificate will be withdrawn with the termination of the membership.

## **ARTICLE VIII: MANAGEMENT**

### **CLAUSE (i)**

#### **LOCAL MANAGEMENT**

- a. Each local assembly would be established by the relevant District Council, **ARTICLE VIII (ii)**, and would also appoint the first Elders (i.e. the Church Council) of the newly established assembly. It depends on the discretion of the District Council, whether or not the assembly would be established as an independent assembly or not. Such a church council will consist of not less than four (4) members, i.e. elders.
- b. If at any time or period an assembly has none of less than four (4) elders, such an assembly would immediately be placed under the control of the relevant District Council, and would do whatever he considers as necessary to rectify the circumstances within the church.
- c. Deacons should be allowed to attend Church Council meetings of the church council and will have full voting powers.
- d. Deacons and other Office bearers are elected and appointed by the church council.
- e. Every independent assembly as stipulated in **ARTICLE VIII (i) (a)**, is a legal person with perpetual succession in title, has the power to act in his own name as plaintiff and defendant, and to obtain legal rights independent of his members, and to continue with commitments and undertakings, and is represented in all law suits, cases, and legal proceedings by the church council. The church council will be authorized to act as plaintiff or defendant in all lawsuits to under the name of: THE CHRISTIAN ASSEMBLIES INTERNATIONAL, THE CHURCH COUNCIL OF THE ..... ASSEMBLY (Name of the Assembly must be filled in).
- f. The Executive Committee of the church council consists of the Chairperson, Vice-Chairperson, Secretary, Vice-Secretary, Treasurer, Vice-treasurer or any other members of the Church council which the Board deems necessary to add. Between church meetings, the church council management will be an authorized representative of the church council and will be acting in that capacity. Every council, committee or management have the authority to co-opt any person or persons for a period as determined by such council, committee or management.

- g. The election of the office bearers of the Church Council will take place every five years. Office bearers can be re-elected. Where an Ordained Pastor is the leader of the assembly, he is ipso facto the Chairperson, and if there is a Co-Pastor, he is ipso facto the Vice-Chairperson

## **CLAUSE (ii)**

### **THE DISTRICT COUNCIL**

- a. Established assemblies in close vicinity forms their own district of which the boundaries and scope is determined by the Regional council.
- b. Every District Council consist of all Ordained Pastors in that district and all Elders and Workers being delegated from their respective assemblies in that district. Every District Council must determine how many delegates of each church must be represent in the district council, subjected that each church in the relevant district must be represented in this District Council.
- c. Every District Council is responsible for the managing of the shared interest, development, establishing of new assemblies within its respective district, to arrange arrange district conferences and district meetings and the recommendation of pastors for ordainment, and the nomination of marriage officers to the relevant Regional Council.
- d. Every District Council is a legal person with perpetual succession in title, has the power to act in its own name as plaintiff and defendant and to obtain legal rights to continue with commitments and undertakings independent of its members and as stipulated in **ARTICLE VIII (ii) (a)**. On behalf of the district, the District council will be competent in all lawsuits to act as plaintiff or defendant under the name of: THE CHRISTIAN ASSEMBLIES INTERNATIONAL, THE DISTRICT COUNCIL OF THE ..... (Name must be filled in).
- e. The District Executive Committee consists of the Chairperson, Vice-Chairperson, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer, and any other ordained pastors/teachers, who the Board deems necessary to add.
- f. Every District Council meets at least once a year.
- g. The election of the office bearers of the District Council will take place every five (5) years. Office bearers can be re-elected. The Chairperson of the District Council must be an Ordained Pastor/Teacher, who has been ordained for at least three (3) years.
- h. Only assemblies who complied with their financial obligations to the District Council, will be allowed and have voting rights on the District Council.

## **CLAUSE (iii)**

### **REGIONAL COUNCIL**

- a. Established Districts in close vicinity forms their own Region of which the boundaries and scope is determined by the Executive Council, and they will decide in which Regional Council a district which falls outside the area of an existing region, will fall.
- b. Every Regional Council consists of all Ordained Pastors in that region and all Elders, with recommendation letters, that have been delegated from their respective District Councils. Every Regional Council must determine how many delegates of each District must be represent in the Regional Council, subjected that each District Council must be represented in this Regional Council.



- c. Every Regional Council is responsible for the managing of the shared interest, development, establishing of new districts within its respective region, to arrange regional conferences, regional meetings and advisory meetings. The Regional Council is responsible for the recommendation of pastors for ordainment, and the nomination of marriage officers to the Executive Council. The recommendation of marriage officers must be submitted by the Head Office of the Church to the government as stipulated in **ARTICLE VIII (iii) (a)**.
- d. Every Regional Council has the right to take control of any District Council within the relevant Region, as stipulated in **ARTICLE VIII (ii) (c)**, or where matters are not in order in the district, after the evaluation in the Regional Council, to correct such issues, to apply discipline, or if necessary, to take charge.
- e. Every Regional Council is a legal person with perpetual succession in title, has the power to act in its own name as plaintiff and defendant and to obtain legal rights to continue with commitments and undertakings independent of its members. On behalf of the region, the Regional Council will be competent in all lawsuits to act as plaintiff or defendant under the name of: THE CHRISTIAN ASSEMBLIES INTERNATIONAL, THE REGIONAL COUNCIL OF THE ..... (Name must be filled in).
- f. The Regional Council has the right to nominate any representative person such as the Head of a Bible school, Director of an Old Age Home, Youth Leader of Sunday School leader to the Executive Committee of the Regional Council, if the Regional Council decides as such.
- g. The Regional Executive Committee consists of the Chairperson, Vice-Chairperson, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer, and two more appointments from among the ordained pastors/teachers of the Region. The Regional Executive Council will be an authorized representative of the Regional Council between Regional Council meetings, and shall act in that capacity.
- h. Every Regional Council meets at least once every second year.
- i. The election of the office bearers of the Regional Council will take place every five (5) years. Office bearers can be re-elected. The Chairperson of the Regional Council must be an Ordained Pastor/Teacher, who has been ordained for at least five (5) years.
- j. Only districts who complied with their financial obligations to the Regional Council will be allowed and have voting rights on the Regional Council.
- k. Every Regional Council would appoint a Ministerial Committee, which consist of all ordained pastors/teachers of that region, to investigate irregularities among ordained pastors in that region, and to make an informed decision. The Executive Council must be informed of such a decision. If the person/persons do not agree with the decisions made by the committee, then he/she may directly appeal to the Executive Council.

#### **CLAUSE (iv)**

#### **WORKERS COUNCIL**

(a) The general business of the CHRISTIAN CHURCH INTERNATIONAL: Republic of ..... (country) is managed by the Workers Council. The Workers Council consists of all the ordained pastors/teachers in the assemblies together with the treasurer and secretary being delegated by the Church Council.



- (b) Only delegates of the assemblies who complied with their financial obligations to the Central Funds, will be allowed and have voting rights at the meeting of the Workers Council. Letters of credence and registration fees must reach the Executive Secretary three (3) months before the commence of the meeting via the treasurer of the specific assembly.
- (c) Any person may attend the Workers Council meeting with the permission of the Workers Council, but will have no voting rights.
- (d) The meeting of the Workers Council..... (country) takes place at least once every five (5) years. A special meeting of the Workers Council can be arranged by the Executive Council, only if the Executive Council deems it necessary. A written request for a special meeting and declaring the motivation of the special meeting must be directed to the Executive Secretary. The Executive Council will then decide if a meeting will be held or not, and if held, if it would be a special or a normal Workers Council meeting.
- (e) If a member wishes that a special meeting of the Workers Council should take place, he/she must send the request for such meeting to the Church Council of the assembly where he/she is a member. If the Church Council approves the request, the Church Council must direct the request to the relevant District Council, and the District Council must send the request to the relevant Regional Council. However, if the Church Council is not willing to refer the request to the District Council, the relevant member can send it directly to the District Council.
- (f) If the Church Council wishes that a special meeting of the Workers Council must take place, the Church Council must apply through the relevant District Council. If the District Council is not prepared to refer the application to the Executive Council, the relevant Church Council can send the request directly to the Executive Council via the Executive Secretary. The Executive Council will then determine if and when such a meeting will take place.
- (g) Due to the size of the Workers Council and due to practical considerations, the Executive Council can for such periods and in such terms transfer to or withdraw its powers from any person or persons who shall have the right to act and sign any statement or document on behalf of the Workers Council.
- (h) The Workers Council is a legal person with perpetual succession in title, has the power to act in its own name as plaintiff and defendant and to obtain rights independent of its members and to continue with commitments under the name of: THE CHRISTIAN ASSEMBLIES INTERNATIONAL, THE WORKERS COUNCIL OF THE ..... (Name must be filled in).
- (i) The secretary of the Workers Council will be ipso facto the secretary of the Executive Council and will be known as the as the Head office of: THE CHRISTIAN ASSEMBLIES INTERNATIONAL: REPUBLIC OF..... (Country). The offices of the Regional Councils will be known as the Regional Offices.
- (j) The Worker Council will elect every five (5) years a Chairperson, also named the Moderator, a Vice-Chairperson, a Secretary, a Vice-Secretary, Treasurer and Vice-Treasurer chosen from the members and in the order of Apostles, Regional Chairpersons, and other Ordained Pastors/Teachers who are at least ordained for (6) years. The Regional Council must submit their nominations for the election to the Executive Secretary at least three (3) months before the selection. The elected office bearers will be ipso facto the office bearers of the Executive Council and Executive Committee of both the Workers Council and the Executive Council.

## **CLAUSE (v)**

### **THE EXECUTIVE COUNCIL**

- a. The Executive Council will be a duly authorized representation of the Workers Council between the Workers Council meetings, and will be acting in that capacity.
- b. Discussions in regards to the functions and competencies of the council in respect of anything with regards to the constitution will take place in meetings where at least two-thirds ( $\frac{2}{3}$ ) of members of the Executive Council are allowed and have full voting rights.
- c. The Executive council is meeting twice a year and as the needs required.
- d. Special meetings may be requested by any church council, District Council or Regional Council. A request for a special meeting, and a statement identifying the reasons for holding a meeting, must be submitted in writing to the Executive Secretary.
- e. The Executive Council of a country is the highest authority of power of the THE CHRISTIAN ASSEMBLIES INTERNATIONAL and will be the Board of Appeal.
- f. On the composition of the Executive Council, the following rulings will apply:
  - (i) The Executive council will consist of at least twelve (12) members;
  - (ii) The Executive Secretary must ensure that the nominations for the office bearers are requested in time, not later than three (3) months before the commencement of the meeting.
  - (iii) All Chairpersons of the Regional- and District Councils are ipso facto members of the Executive Council.
- g. The office bearers or any member of the Executive Council can at any time visit any local Church Council, District Council or Regional Council meetings, without obtaining permission in advance.
- h. On recommendation of the relevant Regional council, recognition, probation, and the ordainment of pastors/teachers will be done by the Executive Council, and the cost prescribed per kilometer by road/air/sea transport would be borne by the Central Fund of the church as stipulated in the Rules and Regulations or the Regional Council must have the permission to do the ordainment.
- i. The Executive Council shall have the right to compile and to approve the Rules and Regulations that will be binding on the church. These rules may contain any provision to allow the arranging the affairs of the church, but this should be in no way be inconsistent with the constitution.
- j. The Executive Council may request any Regional Council to ordain any pastor/teacher who completed their probation period successfully.
- k. The Executive Council appoints a permanent Constitutional Committee consisting of members of the Executive Council and experts such as lawyers and linguistics.
- l. The Executive Council shall determine the standard and format of all official publications and printed material of the church, also the journal of the church; hymnal, Sunday school and youth publications and exercise control over all royalties and copy-right issues.

- m. The Executive Council is a legal body and must strive for the establishment of an Administrative complex for the church.
- n. Through the establishment of an Audit Committee, the Executive council must undertake the auditing of church finances and other levels of management. Members with accounting knowledge and experience must be appointed by the Executive Council to serve on such a committee. The Audit Committee is chaired by a member of the Executive Council. The Executive Council must ensure that records of this council shall be audited annually by a registered auditing firm and provide an annually Audit Report to the Board for discussion and recommend actions and would provide the audit report to the churches for perusal.

## **CLAUSE (vi)**

### **THE GENERAL WORKERS COUNCIL**

- a. The international affairs of the Christian Assemblies International are managed by the General Workers Council. The General Workers Council consists of all members of the General Executive Council as well as the committees of the Executive Council of all the respective countries and the Apostles. All the delegates must provide at least three (3) months before the commencement of the meeting, a recommendation letter/letter of credence to the treasurer of the general council that he/she represents, with the registration fees.
- b. The General Workers Council will have the right to draw up rules and regulations which will be binding in each country for the Christian Assemblies International. These rules may contain any provisions, in order to regulate the affairs of the General Workers Council, provided that it is in no way inconsistent with the Constitution of the church international. The General Workers Council would discuss the recommended changes as received from the respective Workers Councils, and accept the changes with a two-third majority, and it will be recommended for implementation by the relevant Workers Councils of the different countries.
- c. Except for the ordained pastors/teachers/ministers as mentioned in (a), one elder, preferably the treasurer and/or the secretary of every regional council, can attend the meeting as a delegate.
- d. The General Workers Council meets at least once every six (6) years. A special meeting may be arranged by the General Executive Council, if requested by an Executive Council of a country with good reasons.
- e. The General Workers Council is a legal person with perpetual succession in title, has the power to act in its own name as plaintiff and defendant and to obtain rights independent of its members and to continue with commitments under the name of: **THE CHRISTIAN ASSEMBLIES INTERNATIONAL: GENERAL WORKERS COUNCIL.**
- f. The General Workers Council forms the supreme control of authority and power in the international church of The Christian Assemblies International.
- g. The election of the General Workers Council takes place every six (6) years. The elected office bearers will be ipso facto the office bearers of the General Executive Council. The Chairperson of the General Workers Council will be known as the President of the church, and the first President will be chosen from the members of the Executive Council of the Mother church in RSA.

## **CLAUSE (vii)**

### **THE GENERAL EXECUTIVE COUNCIL**

- a. The General Executive Council will be a proxy representation of the General Workers Council between general council meetings and will act in that capacity.
- b. The General Executive Council consists of executive committee members of all the Executive Councils from or in every country.
- c. Discussions to execute the function and responsibilities of the council or any constitution related matters of the church will be discussed at the meeting of the General Executive Council.
- d. The election period of the General Executive Council will correspond to that of the General Workers Council.
- e. The General Executive council will open an account/fund in the name of THE CHRISTIAN ASSEMBLIES INTERNATIONAL: THE GENERAL CENTRAL FUND and will be managed by the General Executive Council on behalf of the General Workers Council.
- f. The funds will be compiled as follows:
  - (i) With the establishment of a country, every established assembly within the specific country will contribute a once-off amount as determined by the Workers Council of the Mother church in the RSA, but not less than R 100,00 into the funds on the final day of the establishment of the specific country.
  - (ii) The Executive Council and Workers Council of every Country will pay annually, before the end of February, a specific amount, as determined by the General Workers Council, in the funds

## **CLAUSE (viii)**

### **THE HIGHEST BOARD OF APPEAL**

- (i) The highest Board of Appeal is the council appointed as stipulated in **ARTICLE VIII (vii) (a)**.
- (ii) Any member, any council or committee of the church shall have the right to appeal to the Board of Appeal, but only after the appeal has been rejected by all the relevant subordinate Councils, or if he/she is not satisfied with the outcome of the Council that handled the case.
- (iii) No church council member can appeal against a majority decision made by the church council, except when it has a personal negative affect.

## **CLAUSE (ix)**

### **NATIONAL AND INTERNATIONAL REPRESENTATION**

The Christian Assemblies International is being presented on national and international matters by the General Executive Council, who will also nominate any delegation, as stipulated in **ARTICLE VIII (vii) (a)**.

## **ARTICLE IX: PROCEDURES AT ALL MEETINGS**

All the meetings of the Christian Assemblies International will be conducted in an orderly and just manner.

### **CLAUSE (i)**

#### **QUORUM OF THE MEETING**

At all meetings, except the Executive Council meetings, one more than half of the members must be present to make decision-making valid. If not enough members are present to constitute a quorum at any meeting although proper notice of the meeting has been given, and it occur again that a quorum could not be constituted, the matter must be referred as an irregularity to a higher appropriate council. The relevant higher appropriate council will act in full power by way of investigation, rectifying of matters, and if necessary, enforce discipline and instruction or complete take-over. The quorum at the Workers Council meeting is determined by one more than half of all established assemblies.

### **CLAUSE (ii)**

#### **RESOLUTION**

All matters will through proper motions proposed and seconded, and recorded by the secretary, be considered and discussed. However, the meeting may at any time on request of a member and with the permission of the majority of such a meeting, go for discussion in the committee.

### **CLAUSE (iii)**

#### **CHAIRPERSON**

- i. The Chairperson will be in charge of all meetings, and in his absence, the Vice-Chairperson or temporary Chairperson will act as Chairperson. The necessary respect must be shown at all times towards the Chairperson, and everyone will address the Chairperson when given the opportunity to speak.
- ii. In the absence of the Chairperson at a meeting of which proper notice was given, the Vice-Chairman will have the right to proceed with the meeting, after 15 minutes has expired from the time that the meeting was intended to commence.

### **CLAUSE (iv)**

#### **CASTING VOTE**

The Chairperson will have a normal vote, but in the case where the voting results in a tie, the Chairperson will also have a deciding vote.

### **CLAUSE (v)**

#### **ABSENCE**

- (i) A member of any council, management or committee will no longer be a member if he, without notice, have been absent consecutively for three (3) meetings, of which proper notice was given. In the absent of the member, another member can than immediately be elected by the relevant council, management or committee, for the remaining term of membership. This does not mean that members arbitrarily once or twice can stay away without giving reasons.
- (ii) As far as possible, a member must give prior notice of his absence from a meeting, and also reasons must be given why he/she will not be present. In the case of death or resignation of a member, the vacancy may be filled immediately by the relevant council, management or committee, provided that the minimum number of members still exist.

## **CLAUSE (vi)**

### **SPEAKERS**

No member shall be entitled to speak more than once about a resolution or amendment, except with the permission of the Chairman where he may speak again for clarity. People who made suggestions, will have the right to answer at the end of the discussion.

## **CLAUSE (vii)**

### **AMENDMENTS/COUNTER-PROPOSAL**

Every amendment or counter-proposal must be properly proposed and seconded and recorded by the secretary, and the proposals must be voted for in reverse-order in which they have been proposed. The first and original proposal will be voted on only after the voting of all amendments and counter-proposals have been done.

## **CLAUSE (viii)**

### **SYSTEM OF VOTING**

- i. Voting on all matters can take place by manner of a secret ballot or by the raising of hands, as decided by the Chairperson, with the reservation that all nominations and elections should take place per secret ballot.
- ii. All nominations acquired in this manner that obtained at least ten percent (10%) of the votes, will be put to the vote, until a candidate obtained a majority of two-thirds of the votes.
- iii. After each voting round, the candidate with the least votes will drop out and only the remaining candidates will be included in the next round of voting.
- iv. If a majority has not been achieved with the first three (3) voting rounds, the two candidates with the most votes obtained with the third voting round, will then be the only candidates to be included in the next voting round.
- v. In all cases, except where this Constitution stipulates otherwise, the majority of votes will be effective.

## **CLAUSE (ix)**

### **MINUTES**

- i. The secretary of every council, management or committee will capture the minutes accurately in a Minutes book, and it must be duly read, rectified and seconded in the subsequent meeting, and this should be done before continuing with the execution of other matters.
- ii. Minutes can also be typed neatly, but all pages must be signed by the Chairperson and Secretary.
- iii. If the minutes were circulated in advance, it can be considered as read.
- iv. The minutes must be signed by the Chairperson and Secretary, and at all times be available for any member of the relevant council, management or committee for perusal.

## **CLAUSE (x)**

### **CORRESPONDENCE**

- i. All correspondence must be written and kept by the Secretary, unless otherwise arranged, and all correspondence must be addressed to the Secretary for proper filing and safekeeping.



- ii. All correspondence, copies and so on, either directed to the Chairman or anyone else, or authorized by the Chairman or anyone else, must be properly filed and kept by the Secretary.

#### **CLAUSE (xi)**

##### **FINANCE**

- (i) The Treasurer will receive all moneys, and with the approval of his council, management or committee, do all the payments, for which the necessary proof such as receipts, invoices will be claimed.
- (ii) The treasurer must properly record all transactions and the accounting books must at all times be available for inspection and perusal.
- (iii) Analysis journals for payments and receipts should be used, and should be audited annually by the council, management or committee, or a person or persons nominated by the relevant associations.
- (iv) An audited report must be submitted annually to the council, management or committee for discussion and recommendation. The report must also be submitted to the relevant assemblies for information purpose.
- (v) In cases where the discretion of the Executive Council deems it necessary to undertake a special audit, such audit will be performed by a person or persons nominated by the council.

#### **CLAUSE (xii)**

##### **DELEGATION**

Any council, management or committee will have the right to transfer any of its powers to and withdraw from any person or persons.

#### **ARTICLE X: FUNDS, FINANCES AND PROPERTY**

##### **CLAUSE (i)**

##### **GENERAL**

The following guidelines and arrangements will apply at all times with regards to the financial management of the church:

- (a) Each member of the Christian Assemblies International is expected to pay at least one tenth of his/her income regularly to his/her local assembly and to support the work of the Lord.
- (b) Financial management will be based in the relevant council and will be responsible for the functions and duties on how the finances and funds are used and administered, provided that such council of not less than three (3) persons will exist.
- (c) Each local assembly must contribute monthly one-tenth of its total income to the funds of the District Council that would be applied for the purpose set out in **ARTICLE VIII (ii) (c)**.
- (d) Every local assembly must contribute an annual levy to the Central Fund of the church. The levy would be as determined, by the Executive Council, in the approved budget of the Central Fund.
- (e) Every District Council must contribute monthly at least one-tenth of its total income of the District Council to the funds of the Regional Council.
- (f) Every District Council must contribute annually a levy to the Central Funds of the church. The levy would be as determined, by the Executive Council, in the approved budget of the Central Fund.



- (g) Every Regional Council must contribute annually a levy to the Central Funds of the church. The levy would be as determined, by the Executive Council, in the approved budget of the Central Fund.
- (h) The General Youth-, Sunday School- and Sisters Association must contribute annually a levy to the Central Funds of the church. The levy would be as determined, by the Executive Council, in the approved budget of the Central Fund.
- (i) All councils must draft a budget annually.
- (j) The funds of the Workers Council will be known as the CENTRAL FUNDS of the CHRISTIAN ASSEMBLIES INTERNATIONAL, and shall be administered by the Executive council.
- (k) All payments of the churches and councils must annually be transferred not later than the 28th February to the Central Funds, together with a certified copy of the register of members of the assembly.
- (l) The financial year extends from the 28th of February until 01 March of the following year.
- (m) Every local church, every District Council, every Regional Council, every Workers Council, and every Executive Council have the ability to acquire, to buy, to sell, to rent, to lease, to receive as a gift or as an inheritance any movable and immovable assets as needed, as defined in **ARTICLE V (iv)**.
- (n) Every District Council, Regional Council, Executive Council, Workers Council will have the right to determine annual levies and registration fees at meetings to cover costs.

**CLAUSE (ii)**

**ASSEMBLY PROPERTY AND FINANCES**

- (a) The full control and management of all funds, property and church assets of an assembly, is the responsibility of the Church Council, who has the right to transfer as much power as needed to one or more persons.
- (b) The Church Council will have the power and authority to act on behalf of the local assembly in matters that could have been managed by the assembly, in particular to obtain movable and immovable assets, to store or to sell, in which ever manner, as stipulated in **ARTICLE X (ii) (h)**.
- (c) All immovable assets of the assembly must be registered in the name of THE CHRISTIAN ASSEMBLIES: ..... Assembly (Name must be filled in)
- (d) All documents relating to financial administration, like the purchasing of property, loan agreements, the cancellation of a bond, the acceptance of gifts and inheritance in the form of immovable property, contracts, proxy and other documents related to lawsuits, must be signed by the Chairperson of the Church Council, after the relevant Church Council has given the necessary authority, or if and then only when an assembly do not exists anymore and there is no longer a competent Church Council, a person or persons authorized by the relevant District council, who will in such a case transfer the funds and assets, movable and immovable, of the no-longer existent assembly to the relevant Regional council, or if there is no Regional council, a person or persons authorized by the relevant Executive Council, who will in such case transfer the funds and assets, movable and immovable, of the no longer existent assembly to the Workers Council.
- (e) For the period that the Regional Council or the Executive Council, depending on the case, decide whether the mentioned assets will be transferred, the Regional Council or the Executive Council, depending on the case, will take care of the mentioned assets.

- (f) The local Treasurer will keep record of all the receipts and payments in the Analysis Journal, as well as the inventory of all assets and liabilities of the assembly, and would at least once a year gives report to the assembly. The assets and liabilities of the church must be audited annually, and a certified copy of the audit report must be submitted to the Head Office.
- (g) The income and expenses and inventory must at least once a year be audited by the Church Council or any other person or persons that the Church Council approves, preferably a registered auditor.
- (h) If any local Church Council or assembly as a whole or as a separate group want to secede from THE CHRISTIAN ASSEMBLIES INTERNATIONAL, as a separate church, or group, or assembly other than an assembly of this church, or want to join another church, the Church Council or the assembly or part of the Church Council or assembly would have no legal right to transfer any property of the assembly, immovable as well as movable, to the existing church or existing group or any church or group or assembly that they want to establish. Such persons would lose their membership as individuals, and would forfeit the accountability to property, both movable and immovable in THE CHRISTIAN ASSEMBLIES INTERNATIONAL.
- (i) The Church Council may not preserve, or in any manner dispose immovable property, not before the relevant District Council was notified in writing by the Church Council about its intention, and the District Council recommends the request to the Regional Council, and that the Regional Council approves the the transaction in writing. If there is no District Council, then such a notice must be submitted to the Regional Council and written approval must then be obtained from the Regional Council.
- (j) Proper inventory of all assets and liabilities, movable as well as immovable of the church, must be taken by order by the relevant Church Council, and copies must be send annually to the relevant District Council. The inventory will be kept up to date and be available for physical inspection by the District Council to which the assembly is affiliated to.

**CLAUSE (iii)**

**DISTRICT PROPERTIES AND FINANCES**

- (a) District properties and finances are managed by the District Council.
- (b) All immovable properties of the District Council are registered in the name of THE CHRISTIAN ASSEMBLIES INTERNATIONAL: THE..... DISTRICT (fill in the name of the relevant district, for example Western Cape).
- (c) All documents relating to financial administration, such as the cancellation of a bond, full authority to register a bond and deed of transfer, the acceptance of gifts in the form of immovable property, contracts, proxy, and other documents related to lawsuits, must be signed by the Chairperson of the District Council, after permission has been granted by the relevant District Council. If and only when a District Council does not exist, the funds and assets, movable and immovable of the non-existent District Council, will be transferred, by a person or persons with the permission and authority of the Regional Council, to the Workers Council, or to another District Council or deals with it in any why as decided by the Regional Council. The Executive Council will take care of the mentioned assets for the period until the Regional Council decides to transfer the mentioned assets or what to do with it as stipulated in **ARTICLE VIII (v) (e)**.

- (d) Proper inventory in the district must be taken by the District Council of all the assets and liabilities, movable as well as immovable and copies of it must be send annually to the Head Office of the church.
- (e) All inventories will be kept up to date and be available for physical inspection by the relevant Regional Council.
- (f) All documents relating to financial administration, like the purchase of a property, signing of a loan, the cancellation of bonds, full authority to register deed of transfers and properties, the acceptance of gifts in the form of immovable assets, contracts, proxies, and other documents with regards to law suits, must be signed by the Chairperson of the District Council, with the permission from the relevant District Council, or if and only when a District Council does not exists, the funds and assets, movable and immovable of the non-existent District Council, will be transferred, by a person or persons who has the permission and authority of the Regional Council, to the relevant Regional Council, or if the Regional Council does not exists, by person or persons who has the permission and authority of the Executive Council, transfer the funds and assets, movable and immovable, of the non-existent District Council in this case, to the Executive Council.

**CLAUSE (iv)**

**REGIONAL PROPERTIES AND FINANCES**

- (a) Regional properties and finances are managed by the Regional Council.
- (b) All immovable properties of the Regional Council are registered in the name of THE CHRISTIAN ASSEMBLIES INTERNATIONAL: THE.....REGION (fill in the name of the relevant district, for example Western-Cape).
- (c) All documents relating to financial administration, such as the cancellation of a bond, full authority to register a bond and deed of transfer, the acceptance of gifts in the form of immovable property, contracts, proxy, and other documents related to lawsuits, must be signed by the Chairperson of the Regional Council, after permission has been granted by the relevant Regional Council. If and only when a Regional Council does not exist, the funds and assets, movable and immovable of the non-existent Regional Council, will be transferred, by a person or persons with the permission and authority of the Executive Council, to the Workers Council, or to another Regional Council or deals with it in any why as decided by the Executive Council. The Executive Council will take care of the mentioned assets for the period until the Executive Council decides to transfer the mentioned assets or what to do with it.
- (d) Proper inventory in the region must be taken by the Regional Council of all the assets and liabilities, movable as well as immovable and copies of it must be send annually to the Head Office of the church. All inventories will be kept up to date and be available for physical inspection by the Executive Council.

**CLAUSE (v)**

**GENERAL PROPERTY AND FINANCES**

- (a) General property and finances, this implies that all property, both movable and immovable, not included in **CLAUSE (ii) and (ii)(i) of ARTICLE X**, would resort and be controlled by the Workers Council of that country.
- (b) All movable and immovable property of the Workers Council must be registered in the name of THE CHRISTIAN-ASSEMBLIES INTERNATIONAL: THE WORKERS COUNCIL OF ..... (Country).

- (c) All documents relating to financial administration, such as the cancellation of a bond, full authority to register a bond and deed of transfer, the acceptance of gifts in the form of immovable property, contracts, proxy, and other documents related to lawsuits, must be signed by the Chairperson of the Workers Council, after permission has been granted by the relevant Workers Council, or by a person or persons with the permission and authority of the Workers Council.
- (d) Proper inventory of all assets and liabilities, movable as well as immovable of the Workers Council must be taken by the Executive Secretary, and he must report annually to the Workers Council. The inventory will be kept up to date and be available for physical inspection by the Executive Council.

## **ARTICLE XI: DISCIPLINES AND CORRECTIVE MEASURES**

### **CLAUSE (i)**

- (a) Any Church Council member or member who makes himself/herself guilty of any code of conduct or preaching of doctrines, in word or writing, that is inconsistent with the teaching and principles of Jesus Christ and the Apostles as contained in the New Testament and as interpreted by the Christian Assemblies International, or harms the healthy cooperation, unity and harmony of this church, can be placed under church discipline or be banned by the relevant Church-, District-, Regional-, Workers-, and Executive Council, and such person may not join another assembly, district or region of this church without investigating the matter, and without informing the previous church, district or region, and permission has been granted, and where necessary, true remorse, repentance and forsaking for the wrong being done.
- (b) Any person who has been placed under discipline or banned, has the right, if he/she is not satisfied with the verdict of the council that has handled the matter, to appeal to this council's higher eligible council, and if he/she deems it further necessary, appeal to a much higher council until the Board of Appeal.
- (c) No Church Council has the right and authority to question, interrogate, or investigate an ordained pastor/teacher on any complaint, and to place him under church discipline. Should a complaint be lodged against an ordained pastor/teacher, the procedures must be followed as stipulated in **ARTICLE VIII (iii) (k)** of the Regulations of Order of the church. If a Church Council do not adhere to this regulation, such a Church Council can be commissioned by the District Council, through the Regional Council, and mandated by the Executive Council, to be dissolved and restructured.

### **CLAUSE (ii)**

No member or Church Council member of the CHRISTIAN ASSEMBLIES INTERNATIONAL has the right to establish his/her own Christian movement of any kind outside the framework of this Church or without the approval of the relevant Regional Council or Workers Council, hold campaigns or church services for an indefinite period outside the jurisdiction of the church. Members or Church Council members that are guilty of such an act, or who supports such an act, may be disciplined, and if they persist, might lose their membership of the church.

## **ARTICLE XII: AMENDMENT OF CONSTITUTION**

### **CLAUSE (i)**

Any of the Articles contained in this Constitution, can only be amended in whole or in part by the General Workers Council and if countries do not as yet have their own Workers Council or not as yet been established, the functions will then be done by the Workers Council of the RSA.

**CLAUSE (ii)**

The General Executive Secretary of the General Workers Council would inform the Workers Councils of the different countries of the proposed amendments, and they will inform all the established assemblies, District Councils and Regional Councils of their respective countries accordingly.

**CLAUSE (iii)**

Written comments regarding the proposed amendments must be submitted from the Church Councils to the District Councils, and the District Councils to the Regional Councils, and the Regional Councils to the Executive Secretary of the different Executive Councils, to the Workers Councils, and the Workers Councils of the different countries to the General Workers Council. This must be done with the understanding that such comments must be received not later than three (3) days before the General Workers Council meeting.

**CLAUSE (iv)**

The General Executive Secretary would submit the proposed amendments to the Permanent Constitutional Committee and to the General Executive Council for comments and recommendations. These recommendations must be received by the General Executive Secretary at least one (1) calendar month before the General Workers Council meeting.

**CLAUSE (v)**

The General Workers Council is responsible for the final description and definition of such an amendment and the approval thereof. The General Executive Secretary must inform the respective Workers Councils of the ruling and decision of the General Workers Council, and the respective Workers Councils must inform the respective local assemblies of the outcomes.

This constitution replaces all previous constitutions of THE CHRISTIAN ASSEMBLIES INTERNATIONAL. The original of this constitution is being held in the Head Office of the Church. In the case of uncertainty lost in the translation/interpretation/explanation of this Constitution, the AFRIKAANS TEXT of the Constitution will be conclusive.

SIGNED IN SWELLENDAM ON THE 25 th SEPTEMBER DAY OF 2010.

CHAIRPERSON/MODERATOR   
WORKERS COUNCIL OF RSA

EXECUTIVE SECRETARY   
WORKERS COUNCIL OF RSA