

**BY-LAWS FOR THE LOCAL CHURCHES OF
THE ORIENTAL MISSIONARY SOCIETY
HOLINESS CHURCH OF NORTH AMERICA
(5/98)**

**ARTICLE I
NAME, AFFILIATION AND OFFICE**

Section 1. NAME.

The name of the church shall be the "Oriental Missionary Society - (Name of Locality) Holiness Church," or a name chosen by the local church in agreement with both the English and Japanese Departments.

Section 2. AFFILIATION

This church is a member of the Oriental Missionary Society - Holiness Church of North America, hereinafter referred to as the "Conference."

Section 3. OFFICE.

The location of the principal office of the church shall be in the City of (Name of City), County of (Name of County), State of (Name of State). The church may have other branch offices elsewhere as may be necessary for the transacting of the affairs or in furthering the objectives and purposes of the church.

**ARTICLE II
PURPOSE**

The purpose of this church is to propagate the Gospel of Jesus Christ as recorded in the Bible and to edify and guide the believers.

**ARTICLE III
STATEMENT OF FAITH**

This church holds to and follows the Statement of Faith of the Oriental Missionary Society - Holiness Church of North America, as stated in the Conference's Constitution of 1998, Article III.

ARTICLE IV MEMBERSHIP

Section 1. CATEGORIES OF MEMBERSHIP.

(a) Voting Members.

Persons who have satisfactorily met the conditions of membership, who have been received into the church and who are at least eighteen years of age.

(b) Nonvoting Members.

Persons who have satisfactorily met all the conditions of membership, except that of age. Such persons shall be entitled to all the privileges of membership, except they may not vote or hold offices limited to voting members.

Section 2. CONDITIONS OF MEMBERSHIP.

(a) Those who believe in the Lord Jesus Christ as Saviour from sin, and having repented of their sins and having been baptized in this church, are recommended to the Board of Deacons by the minister and formally received into the church after having satisfactorily answered the following questions:

- (1) Do you believe that the Bible is the word of God?
- (2) Do you believe that you are a child of God?
- (3) Do you hold to the Statement of Faith of our Conference?
- (4) Do you seek to live a holy life?
- (5) Will you love and support this church so that the work may prosper?

(b) Those who present a satisfactory letter of transfer from another Christian church, who otherwise fulfill the conditions listed in the above paragraph (a), and who have been formally received into the church.

- (c) Those who have been previously baptized, but are not now members of any church, who have otherwise fulfilled all the conditions listed in the above paragraph (a), and having given a satisfactory testimony of conversion and Christian life, have been formally received into the church.

Section 3. STATUS OF MEMBERSHIP

- (a) Active Members.

Those who diligently and faithfully to the best of their ability endeavor to carry out the condition as a member of this church.

- (b) Inactive Members.

Those who have been temporarily removed from regular worship at the church, or who fail to participate and share in its organized work for a period of one year.

Section 4. TERMINATION OF MEMBERSHIP

- (a) By Letter of Transfer.

On application, a member may request and receive a letter of commendation and transfer his membership in this church to another church of the same faith, and upon reception into another church, terminate his membership in this church.

- (b) By Expulsion.

A member, who having been duly admonished by the minister of this church because of unchristian conduct and who refuses to repent, may be expelled from the church by the decision of the Board of Deacons. However, even after expulsion, if the expelled member repents, he may be reinstated upon the recommendation and witness of two active members and the approval of the Board of Deacons.

(c) By Change of Faith.

A member who requests, in writing, to be released from his covenant obligations because of change of faith or other reasons not involving unchristian conduct, and the Board of Deacons, through its representative(s), patiently endeavoring to secure the continuance in the fellowship of the church and failing in such efforts, shall grant the request and terminate membership.

(d) By Death.

The death of a member shall terminate membership.

**ARTICLE V
BUSINESS MEETING**

Section 1. ANNUAL BUSINESS MEETING.

(a) The annual business meeting of the members of this church shall be held in the month of June, except for item (2) below relating to elections. Such elections may be held prior to the month of June, pursuant to Section 2 of Article V of the By-Laws. Otherwise, the agenda shall include:

- (1) Reports of the various departments and standing committees.
- (2) Election of:
 - (A) Members of the Board of Deacons.
 - (B) Members of the Board of Trustees.
 - (C) Delegates to the Annual General Conference (one lay delegate for every one to fifty active members). A delegate must be an active member in good standing for at least two years, shall represent his church at the General Conference, and shall report back to the local church. As a duly elected delegate and as a member of the General Conference, the

delegate shall have the freedom to vote according to the dictates of his conscience.

- (3) Outlines of the plans and policies for the coming year.
 - (4) Propositions submitted by the local churches and conference councils, and any other matter pertaining to the church to be discussed and acted upon.
- (b) The minister of a Board appointed lay person shall serve as the chairperson and shall appoint a secretary and any other officer for the business Meeting.
 - (c) An accurate record of the business meeting shall be kept by the secretary.
 - (d) The quorum for the business meeting shall be one-third of the listed active membership at the time of roll call.
 - (e) Only voting members present may vote on matters brought before the business meeting. There shall be no voting by proxy.
 - (f) Nonvoting members may voice their opinions, but have no vote.
 - (g) A simple majority shall determine the majority vote, except as otherwise stated in these By-Laws or by the Constitution of our Conference.
 - (h) Written notice of all business meetings of the members, stating date, time and place of the meeting, must be published at least two weeks prior to the meeting through the regular channels of church publications, worship bulletins and other means deemed necessary.

Section 2. SPECIAL BUSINESS MEETINGS.

- (a) Special business meetings may be called by the minister, the chairperson of the Board of Deacons, or by written request to the Board of Deacons by fifteen members, or fifteen percent of the membership of the church.
- (b) Special business meetings shall comply with all the requirements and conditions of the annual business meeting, except that notice of the matters to be discussed and

transacted must be published, and only such stated matters may be transacted.

ARTICLE VI BOARD OF DEACONS

Section 1. COMPOSITION AND TERM.

- (a) The board of Deacons shall consists of a minimum of the minister and five members elected during a duly constituted business meeting, and shall be the administrative council of the church. Additional members to the Board of Deacons may be elected as deemed necessary.
- (b) Deacons shall be elected for a minimum term of two years and may be elected for not more than two consecutive terms. Candidates for this office must have approval of the minister of this church.
- (c) The chairperson of the Board of Deacons shall either by the minister of this church or a member elected from within the Board.

Section 2. QUALIFICATIONS AND DUTIES OF DEACONS.

- (a) Qualifications.
 - (1) Must be a voting member in good standing for at least two years. Charter members of a newly-organized church shall be exempt from this requirement.
 - (2) Must be elected at duly constituted business meeting of the church and have the approval of the minister of this church.
- (b) Duties.
 - (1) to minister to the spiritual needs of the church members; administer the financial matters of the church other than as specified in these By-Laws.
 - (2) To carry out the evangelistic policies of the church, provide guidance in all matters of worship, education,

visitation, and recruitment of members.

- (3) To promote the general well-being of the members of the church, providing for fellowship, observance of the Lord's Communion, visitation and welfare for members, and to annually review the membership roll of the church, recommending revisions and to take any necessary action.
- (4) To enlist the assistance of the members in carrying out these duties.
- (5) to serve as the nominating committee of the Board of Deacons and of the Board of Trustees, with a slate being published two weeks prior to the election.

Section 3. MEETINGS.

- (a) The Board of Deacons shall meet monthly on a regular stated date and time.
- (b) Special meetings may be called by the minister, the chairperson of the Board of Deacons, or, in their absence, upon the consent of all the members of the Board of Deacons.
- (c) A quorum for the Board of Deacons shall be two-thirds of its members.
- (d) A simple majority of the duly assembled Board shall determine a decision.

Section 4. RESIGNATION AND VACANCY.

- (a) Resignation.

Any members of the Board of Deacons may resign at any time by submitting a written notice to the Board of Deacons. After due consideration by the Board of Deacons, such resignation shall take effect at the time mutually agreed upon.

- (b) Vacancy.

Any vacancy of the Board of Deacons shall be filled by the chairperson with the consent of the Board of Deacons. A person appointed to fill the vacancy shall serve the unexpired term of the former member in office.

Section 5. COMMITTEES.

(a) Standing Committees.

The chairperson of the Board of Deacons shall appoint the members of the Board of Deacons to a standing committee of the church, such as finance, worship, education, building, evangelism, missions, and the secretary. All standing committees shall be given a job description of their responsibilities and duties.

(b) Special Committees.

The Board of Deacons may appoint committees for specific functions or projects, appointing its chairperson and describing its responsibilities and duties as may be necessary to study or carry out the operations and activities of the church.

**ARTICLE VII
MAINTENANCE**

This church shall be maintained by the offerings and contributions of its constituency.

Section 1. PLEDGES.

- (a) Every member of this church may voluntarily support the local work and benevolence of the church through regular pledges.
- (b) Friends of the church may also make pledges for the support of the church.

Section 2. SPECIAL OFFERINGS.

- (a) Any undesignated offerings, may be determined for use by the Board of Deacons.
- (b) Designated special offerings for a specific purpose shall be

set aside in a special fund and used for the purpose for which it was appropriated. The Board of Deacons shall administer all such special funds.

ARTICLE VIII AUXILIARY ORGANIZATIONS

Clubs, fellowship groups and other like organizations, recognized and approved by the church and/or Board of Deacons, shall be considered auxiliary organizations of the church. Such auxiliary organizations shall be under jurisdiction of the Board of Deacons.

ARTICLE IX ORDINANCES (SACRAMENTS)

This church believes in two ordinances; namely, Baptism and Holy Communion.

Section 1. BAPTISM.

Immersion and sprinkling are acceptable modes of baptism, administered by a duly ordained minister.

Section 2. HOLY COMMUNION.

Since Holy Communion is the Lord's Supper, administered by a duly ordained minister, believers of the Christian faith and members of any Christian church are welcome to participate.

ARTICLE X JURISDICTION

This church is under the jurisdiction of the Conference.

ARTICLE XI PROPERTY AND BOARD OF TRUSTEES

This church is incorporated for the purpose of owning its real and personal properties, and shall elect a Board of Trustees and appoint the incorporation officers. In the event of a dissolution or irresolvable schism in the congregation, the properties will be transferred to the custody of the Conference until final resolution.

Section 1. Property.

(a) Real and Personal Properties.

Real and personal properties of the church shall be held in trust by the Board of Trustees.

(b) Contracts.

Only the Board of Trustees may authorize any officer, agent, committee, or board to enter into any contract or execute and deliver any real or personal property of the church, and such authority may be general or confined to specific instances. In the absence of such authority, only the President of the Board of Trustees and one of its officers may execute and deliver such property.

(c) Loans.

No loans shall be contracted on behalf of the church and no evidence of indebtedness shall be issued in the church's name, unless authorized by the members of a duly assembled business meeting and by the Board of Trustees.

(d) Checks and deposits.

All checks, drafts, or other orders for the payment of money, notes of other evidence of indebtedness issued in the name of the church, shall be signed by the Treasurer of the Board of Deacons, unless the signing thereof is expressly delegated by the Board of Trustees to some other officer or agent of the church. Such delegation of authority to sign may be general or confined to specific instances.

All funds of the corporation, not otherwise employed, shall be deposited from time to time to the credit of this church in such banks, trust companies, or other depositories as the Board of Trustees may select.

(e) Administration of Budgeted Items.

Each Board and Committee is authorized, without securing prior authorization of the Board of Trustees, to disburse or cause to be disbursed for the ordinary and necessary expenses of the Board or Committee such amounts as may be specifically appropriated to the Board or Committee for such

expenses. All such disbursements shall be subject to the auditor and shall be accounted for to the Treasurer and Board of Trustees.

Section 2. BOARD OF TRUSTEES.

(a) The Board of Trustees.

The Board of Trustees shall consist of at least six lay persons, including the President, one or more vice Presidents, the Treasurer, the Auditor and the Secretary, in addition to the ministers and other professional staff members. All members of the Board of Trustees shall be active voting members of the church. Husband and wife may not serve on the Board of Trustees concurrently. (See Executive Council Opinion #3-98)

(b) Powers and Functions.

It shall be the duty of the board of Trustees to hold the church's real and personal properties in trust, and to act for the church in connection with all legal matters pertaining to church property. They shall have the power to mortgage, encumber, seal and convey any and all real and personal property of the church, and enter into all lawful contracts in the name of the church when so directed and authorized by the members of the church at a duly assembled business meeting. It shall be their duty to see that all properties are kept in good repair.

(c) Meetings.

The Board of Trustees shall meet at least semi-annually, the date, time and place to be designated by the President with the consent of the Board members. Any special meetings may be called by the President and upon the written request of more than half of the members of the Board of Trustees. Notice of meetings must be given to the Board members, orally or by mail, at least two days in advance.

(d) Quorum.

The quorum of a Board of Trustees' meeting must be more than half of the members, and a majority of the members present shall determine any decision or action.

(e) Records.

Accurate records of the business meeting shall be kept by the secretary.

(f) Nominations.

The ministers of both Japanese and English departments and the members of the respective Board of Deacons shall act as the nominating committee. A slate of nominees shall be posted on the bulletin board of the church and published at least two weeks prior to a duly constituted business meeting.

(g) Election and Term of Office.

Each trustee shall be elected by the members at a duly constituted business meeting of the church and shall take office on the first day of the month of June.

Trustees shall serve a term of three years. One-third of the members shall be elected each year.

(h) Resignation and Vacancy.

Any member of the Board of Trustees may resign at any time by giving written notice to the Board of Trustees. After due consideration by the board of Trustees, such resignation shall take effect at a time mutually agreed upon. Any vacancy on the Board shall be filled by the President with the consent of the Trustees. A person appointed to fill a vacancy shall serve the remaining term of the fiscal year, and a Trustee shall be elected to fill the unexpired term at the next duly constituted business meeting of the church.

**ARTICLE XII
FISCAL YEAR**

The fiscal year of the church shall begin on June 1 of each year and end on May 31 of the following year. All annual reports shall be made according to the fiscal year.

**ARTICLE XIII
SEAL**

There shall be a Seal of the church, which shall consist of two concentric circles between which shall be the name of the church and in the center shall be inscribed the date of incorporation. Other designs are left to the discretion of the Board of Trustees, who may alter or change the design at any time.