EASTERN ONTARIO DISTRICT

OF THE PENTECOSTAL ASSEMBLIES OF CANADA

DISTRICT CONSTITUTION & BY-LAWS

(As amended by the District Conference May 7, 2025)

REGISTERED AS A CHARITABLE ORGANIZATION

The Eastern Ontario District of The Pentecostal Assemblies of Canada received its Charter and Letters Patent under the Corporations Act of the Province of Ontario in 1961.

CONSTITUTION

This document, although called “Constitution” shall constitute a By-Law of the Corporation, within the meaning of the term “By-Law” as used in the Corporations Act, R.S.O. 1980, C.95 as amended.

Article 1 Name

The name of the Corporation shall be The Eastern Ontario District of The Pentecostal Assemblies of Canada. In this Constitution and the other By-Laws of the Corporation, the term “District” refers to the Corporation unless the context dictates otherwise.

Article 2 Territory

The Corporation shall operate within the territory assigned to it by the General Conference of The Pentecostal Assemblies of Canada.

Article 3 Language

The Corporation shall conduct its affairs in English.

Article 4 Relationship

Although the District is a separate legal entity from The Pentecostal Assemblies of Canada, it shall function as an integral part thereof and shall be governed by the principles of cooperative fellowship as set forth in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

Article 5 Tenets of Faith

This District accepts the Holy Scriptures as the all-sufficient rule of faith and practice, and adopts the Statement of Essential Truths and the Positions and Practices of The Pentecostal Assemblies of Canada, as approved by the General Conference of The Pentecostal Assemblies of Canada.

Article 6 Objectives and Prerogatives

Within the objects set out in the Letters Patent of the District, the specific objectives and prerogatives of the District shall be:

6.1 To promulgate the Gospel of Jesus Christ, by all Scriptural means, both at home and abroad; and to promote Christian fellowship in accordance with its Tenets of Faith.

6.2 To supervise the activities of the affiliated assemblies in its prescribed territory, in accordance with the rights conferred by the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

6.3 To examine, license and ordain ministers who have met the requirements as set forth in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada and who have been approved by the District Conference.

6.4 To elect its officers and appoint committees, to arrange for its meetings, and to govern itself.

6.5 To establish and maintain such ministries and institutions as may be required by the District Conference.

6.6 To own, use, sell, convey, mortgage, lease or otherwise dispose of such property, real or chattel, as may be needed for the prosecution of its work in accordance with the laws of the Province of Ontario, Nunavut and the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

Article 7 District Conference

When the membership of the District is called together for a business meeting, the meeting shall be called a Conference.

7.1 Powers

The District Conference shall possess all the powers of a general meeting of the members of the Corporation duly convened, and all the powers granted to the Corporation by the Letters Patent. This shall include the power to confirm a By-Law passed by the District Executive and the power, by a two-thirds vote of the members of the District Conference present, either online or in person, at the time of voting, to authorize a sale of the undertaking or assets of the Corporation, and to authorize a winding-up of the affairs of the Corporation.

7.2 Membership

All those who hold valid ministerial credentials with The Pentecostal Assemblies of Canada, and who have their permanent residence within the boundaries of the Eastern Ontario District or who serve on the pastoral staff of a church within the Eastern Ontario District, or who meet the criteria of By-Laws 10.2.12 and 10.3.4 of the General Constitution and By-

Laws of The Pentecostal Assemblies of Canada shall be recognized as members of the Corporation entitled to vote at the District Conference. The General Superintendent of The Pentecostal Assemblies of Canada shall be recognized, ex officio, as a member of the District.

7.3 Lay Delegates

Each self-governing assembly in the District Conference shall have the right to representation by Lay Delegates in the District Conference meetings as prescribed by the By-Laws.

Article 8 Meetings

8.1 District Conference

The District Conference shall meet annually at a time and place determined by the District Executive.

8.2 Special Conferences

A majority of the District Executive or ten percent (10%) of the voting constituency (as defined in Article 7.2) shall have the authority to call meetings of the District Conference at times other than the annual conference. Such meetings shall be called Special Meetings.

8.3 Notice of meetings

Notice of meetings shall contain a meeting time and a concise statement of the business to be dealt with at the meeting. Notices shall be emailed or mailed by ordinary prepaid mail to each member at the member's last known address, and to the Secretary of the Church Board or Pastor's Council of each assembly not later than two (2) months prior to the annual District Conference, and not later than ten (10) days prior to the time of any special meeting.

8.4 Voting Constituency

All members with voting credentials and lay delegates to the District Conference who are registered at any meeting of the District Conference shall constitute the voting constituency.

8.5 Method Of Conducting Meetings

Conducting a regular or special meeting with a voting member present shall be understood to mean:

8.5.1 In person; or

8.5.2 Electronically, that permits participation by registered voting members, subject to any rules regarding participation in an electronic meeting that the District Executive may declare; or

8.5.3 A combination of in-person and electronic means that satisfies the requirements prescribed in Articles 8.1, 8.2, 8.3, and 8.4.

8.6 Quorum

Those members of the voting constituency present either in person or electronically at the time of voting shall constitute a quorum.

Article 9 Officers and Board of Directors

9.1 Executive Officers

The Executive Officers of the District shall be:

a) a District Superintendent
b) an Assistant to the Superintendent – Resources
c) an Assistant to the Superintendent – Ministry

These shall constitute the officers of the Corporation within the requirements of the Ontario Not-For-Profit Corporations Act, 2010.

9.2 District Executive (Board of Directors)

The Board of Directors of the Corporation shall consist of twelve (12) members, who shall be one (1) duly elected Section Presbyter from each of the eight (8) Sections, two (2) Members at Large, the District Superintendent, and the General Superintendent of The Pentecostal Assemblies of Canada, the latter being an ex officio member. The Sectional Presbyters, Members at Large, and the General Superintendent of The Pentecostal Assemblies of Canada shall not be employees of the District. The District Executive shall consist of the members of the Board of Directors of the Corporation.

Article 10 Committees

10.1 Standing Committees

Standing Committees shall be established and modified according to policy set by the District Executive and as may be required by the General Constitution of the Pentecostal Assemblies of Canada.

10.2 Ministry Committees

Ministry Committees shall be established and modified according to policy set by the District Executive and as may be required by the General Constitution of the Pentecostal Assemblies of Canada.

10.3 Missions Committees

Missions Committees shall be established and modified according to policy set by the District Executive and as may be required by the General Constitution of the Pentecostal Assemblies of Canada.

10.4 Other Committees

10.4.1 Lakeshore Pentecostal Camp Committee

10.4.2 Ottawa Valley Pentecostal Camp Committee

10.4.3 Special committees may be created as the need may arise

Article 11 Local Assemblies

Assemblies affiliated with The Pentecostal Assemblies of Canada, The Eastern Ontario District, shall be classified as one of the following:

11.1 Self-Governing

11.1.1 Affiliated
11.1.2 Mission Affiliated
11.1.3 Assisted Affiliated

11.2 Non Self-Governing

11.1.1 Satellite of an Affiliated Assembly

Article 12 Dissolution

In the event of dissolution or winding up of the organization, and after the payment of all its debts and liabilities, all its remaining property and assets shall be distributed to The Pentecostal Assemblies of Canada for its continuing ministries. Should The Pentecostal Assemblies of Canada no longer exist as a legal entity or be a qualified donee as described in subsection 149.1(1) of the Income Tax Act at the time of dissolution of the organization, the remaining property and assets shall be distributed to a qualified donee having similar objects and purposes as the organization and, only then failing which, the remaining property and assets will be distributed to a qualified donee as described in subsection 149.1(1) of the Income Tax Act.

Article 13 Amendments

Amendments to this District Constitution shall be made in accordance with the Corporations Act, subject to the following modifications. Any proposed

amendment shall be submitted to the District Executive at least sixty (60) days before the regular or special meeting of the District Conference at which the proposed amendment shall be considered. If approved by the District Executive, the amendment shall not become effective until ratified by the District Conference. The proposed amendment shall be submitted to the members at least thirty (30) days before any regular or special meeting at which it is proposed that the amendment be ratified. A two-thirds vote of all members registered and voting at said meeting shall be necessary to ratify the amendment. All amendments to this District Constitution shall be submitted to the Superintendent's Committee of the Pentecostal Assemblies of Canada for ratification.

BY-LAWS

By-Law 1 Parliamentary Order

In order to expedite the work of the District Conference, it shall be governed by a spirit of Christian love and fellowship and by the accepted rules of parliamentary procedure as outlined in Robert's Rules of Order.

By-Law 2 Order of Business

During the District Conference each day shall contain a period of devotions. The agenda approved by the District Executive shall be the agenda for the Conference.

By-Law 3 Elections

3.1 Qualifications of Candidates

Candidates for elected positions of the District, with the possible exception of the Assistant to the Superintendent Resources, shall be chosen from the membership and shall have been ministering within the District for at least one year immediately preceding their election. All nominees shall be restricted to those who in active, full-time ministry. The candidate(s) for the Assistant to the Superintendent Resources will possess the required financial and administrative acumen as determined by the District Executive.

3.1.1 Executive Officers

The Officers of the District shall be ordained ministers of mature experience, sound judgment, recognized ability, and Christian character. They shall have ministered at least seven (7) consecutive years as ordained ministers with The Pentecostal Assemblies of Canada prior to their election.

3.1.2 Section Presbyters

The Section Presbyters shall be ordained ministers of mature experience, sound judgment, recognized ability, and Christian character. They shall have ministered at least three consecutive years as ordained ministers with The Pentecostal Assemblies of Canada prior to their election.

3.1.3 Members at Large

The Members at Large shall be ordained ministers of mature experience, sound judgment, recognized ability and Christian character. They shall

have ministered at least three (3) consecutive years as ordained ministers with The Pentecostal Assemblies of Canada prior to their election.

3.2 Nominations

3.2.1 Nominations Committee

3.2.1.1 The District Executive shall appoint a Nominations Committee of three (3) members at a meeting of the District Executive no later than sixty (60) days prior to the District Conference. The members of the Nominations Committee shall declare themselves to be non-candidates.

3.2.2 District Superintendent

3.2.2.1 A pre-conference nomination ballot for the position of District Superintendent shall be mailed no later than sixty (60) days prior to District Conference to all those eligible to vote at District Conference, as described in Article 7.2, and to lay delegates who have been duly appointed and recorded with the office of the Assistant to the Superintendent - Resources at least sixty (60) days prior to Conference, to be returned postmarked no later than thirty (30) days prior to Conference. The pre-conference nomination ballot shall be mailed together with a description of the qualifications, responsibilities, and duties of the District Superintendent.

3.2.2.2 Nominees receiving 5% or more of ballots cast shall be contacted prior to the Conference to accept or decline the nomination. Only those standing candidates receiving more than 5% of nomination ballots cast shall become nominees for election.

3.2.2.3 Should a nominee withdraw after receiving more than 50% of the votes cast on the pre-conference nomination ballot, a second nomination ballot shall be conducted at the District Conference, at which time the Conference shall be advised of all standing nominees who received more than 5% of the votes cast in the pre-conference ballot. Further nominations from those present and voting shall be permitted on such a second nomination ballot only. Those who may have withdrawn after the pre-conference ballot shall be considered eligible for nomination. Those receiving 3% or more of ballots cast shall be reported on the nomination ballot and shall become eligible nominees for election.

3.2.2.4 If three (3) names are not obtained by the pre-conference nomination ballot, a second nomination ballot shall be cast at the Conference in session, as provided in By-Law 3.2.2.3.

3.2.2.5 Except as provided in By-Law 3.2.2.4 there shall be no nominations from the Conference floor.

3.2.3 Assistant to the Superintendent – Resources

At least one name will be presented in nomination by the District Executive for the office of Assistant to the Superintendent – Resources.

3.2.4 Assistant to the Superintendent – Ministry

At least one name will be presented in nomination by the District Executive for the office of Assistant to the Superintendent – Ministry.

3.2.5 Section Presbyters

3.2.5.1 Nominations for Section Presbyters shall be made in each Section of the District at a duly called Section meeting prior to the District Conference or at a Section meeting held during the District Conference for this purpose. One name shall be submitted from each Section. Additional nominations may be made from the Conference floor. The following procedure shall apply:

3.2.5.2 In the event the nominating meeting is to be held prior to the Conference, the credential holders in each Section shall be notified by the incumbent Presbyter of the time and place of the nominating meeting at least ten (10) days prior to such meeting.

3.2.5.3 Nominations shall be made by secret ballot.

3.2.5.4 All Eastern Ontario District Conference credential holders within the Section who are present may nominate one candidate. The willingness of the candidate to serve must be ascertained prior to presenting their name to the Conference.

3.2.5.5 The name receiving the highest number of votes and a simple majority shall be the nominee. In the event that the first ballot does not provide the required nominee, the name receiving the lowest number of votes shall be eliminated prior to each successive ballot.

3.2.5.6 In the case of a tie in a particular Section, all qualifying names involved will be submitted to the Conference.

3.2.6 Members at large

3.2.6.1 A pre-conference nomination ballot for Members at Large shall be mailed sixty (60) days prior to District Conference to all those eligible to vote at District Conference, as described in Article 7.2, and to lay delegates who have been duly appointed and recorded with the office of the Assistant to the Superintendent – Resources at least sixty (60) days prior to Conference, to be returned postmarked no later than thirty (30) days prior to Conference. The pre-conference nomination ballot shall be mailed together with a description of the qualifications, responsibilities, and duties of the position.

3.2.6.2 The Nomination Committee shall present a slate with a minimum of four (4) nominees, two (2) of which shall be elected to serve as members of the District Executive.

3.3 Elections

Only those qualifying voting delegates registered at District Conference shall be eligible to cast election ballots.

3.3.1 Executive Officers

3.3.1.1 In the event that the District Superintendent receives the required two-thirds nomination on the pre-conference nomination ballot a ratification vote shall be conducted at the District Conference and a simple majority vote shall constitute an election.

3.3.1.2 In the case of the District Executive nominee for the Assistant to the Superintendent – Resources, a ratification vote shall be conducted at the District Conference and a simple majority vote shall constitute an election.

3.3.1.3 In the case of the District Executive nominee for the Assistant to the Superintendent – Ministry, further nominations from those present and voting shall be permitted on the first ballot only and only those having three percent (3%) or more nominating ballots shall be reported. A two-thirds majority vote on this or successive ballots shall constitute an election, except where candidates may have been reduced to two only, when a majority vote shall determine the election.

3.3.1.4 If no election is declared as a result of the first election ballot, the three candidates receiving the highest number of votes shall be nominees to be further voted upon. All others shall be eliminated. If no election is declared as a result of the second election ballot, the name of the candidate receiving the lowest number of votes

shall be eliminated and, on the succeeding ballot for the two remaining candidates, a majority vote shall constitute an election. In the event there should be a tie, it shall be broken by following the rules outlined in the parliamentary procedures adopted by the Conference.

3.3.2 Section Presbyters

3.3.2.1 The first ballot shall be a nominating ballot, and only those having three percent (3%) or more nominating ballots shall be reported. A two-thirds majority vote on this or successive ballots shall constitute an election, except where candidates may have been reduced to two only, when a majority vote shall determine the election.

3.3.2.2 Those who have withdrawn their names on previous ballots shall be considered eligible for subsequent nomination ballots. In the event there should be a tie, it shall be broken by following the ruling outlined in Robert's Rules of Order

3.3.3 Members at Large

From the slate of ordained nominees, two (2) will be elected to serve on the District Executive. A simple majority and a plurality of votes are required for election on any election ballot. Should all positions not be filled on the first election ballots, then the candidates with a simple majority would be considered elected and the name receiving the lowest number of votes shall be dropped on this and any subsequent ballots until all the positions are filled.

3.4 Terms of Office and Vacancies

3.4.1 The terms of office for the Executive Officers be for four Conference years from the time of election, or such longer time as the District Conference may determine at the time of election. All other elected District positions shall be for two Conference years from the time of election. All elected persons shall take office at the close of the conference at which they are elected, except where someone other than the incumbent shall be elected to a full-time office, in which case they shall assume office three months after the election or earlier at the discretion of the District Executive.

3.4.2 Should a vacancy occur in any office except District Superintendent through resignation, removal from the District, removal by vote of constituency, death or disqualification, power shall be vested in the members of the District Executive to fill the office until the expiration of the term of office. Should such a vacancy occur in any other

office than District Superintendent during the first year of the term of office, an election shall be held during the next District Conference or Special Meeting to fill the unexpired term.

3.4.3 In the event of a vacancy involving a Presbyter at Large, the District Executive may fill the vacancy for the remainder of the term by appointment.

3.4.4 In the event of a vacancy involving a Section Presbyter, the District Executive may fill the vacancy for the remainder of the term by appointment in consultation with the respective Section.

3.4.5 All members of the District Executive must consent in writing before or within ten days after election or appointment to the position.

3.4.6 A member of the District Executive, other than the District Superintendent, may be removed before the expiration of their term of office by a majority vote of members.

By-Law 4 Duties of Officers

4.1 Superintendent

4.1.1 The District Superintendent shall be the pastor and spiritual overseer of the District. The District Superintendent shall fulfill the role of president and Chief Executive Officer as required by the Ontario Corporations Act and shall, if present, preside at all meetings of the District Conference and the District Executive.

4.1.2 The District Superintendent shall act in a supervisory capacity over all credential holders of the District. The District Superintendent shall assist assemblies with advice and ministry as the need may require, at the request of the pastor, or the local church Board or Pastor's Council.

4.1.3 The District Superintendent shall administer discipline in all cases when requested to do so by the District Executive.

4.1.4 The District Superintendent shall present an annual report to the District Conference.

4.1.5 The District Superintendent shall be an ex-officio member of all District Committees, with full rights.

4.1.6 The District Superintendent shall perform such other functions as are usual and customary for presiding officers to perform, including church dedications and pastoral induction services, or

such as may be designated by the District Executive or the District Conference.

4.1.7 When a pastorate becomes vacant, the District Superintendent, or the authorized representative, shall be empowered to act in the full legal capacity of the pastor and shall arrange to supply the pulpit with suitable ministry until such time as a new pastor has been duly installed.

4.1.8 The District Superintendent shall sign all instruments which require the District Superintendent's signature and shall perform all duties incidental to the office and shall have such other powers and duties as may from time to time be assigned to the District Superintendent by the District Conference.

4.1.9 In the absence of the District Superintendent, his designate shall preside at meetings.

4.1.10 In the event that a vacancy occurs in the office of District Superintendent through resignation, death or disqualification, the remaining Executive Officer having the longest tenure shall, in consultation with the other remaining Executive Officer, ensure that the responsibilities of the position are cared for and shall convene a Special Meeting of the District Conference for the purpose of an election as soon as deemed possible.

4.1.11 If the District Superintendent is absent or incapacitated, the remaining Executive Officer having the longest tenure shall, in consultation with the other Executive Officer and District Executive, assume the duties of the District Superintendent.

4.2 Assistant to the Superintendent – Resources

4.2.1 The Assistant to the Superintendent – Resources shall make and keep the true records of the proceedings of the District Conference and shall publish the same, as directed by the Conference. Such minutes shall be edited by at least two persons who are conversant with the business transacted.

4.2.2 The Assistant to the Superintendent – Resources shall oversee all matters relevant to credentials, including the certification to the National Credential Committee of The Pentecostal Assemblies of Canada, all candidates who have been ordained to the ministry, and all candidates approved by the Conference for other grades of credentials.

4.2.3 The Assistant to the Superintendent – Resources shall keep a list of all credential holders and a directory of all assemblies in the District.

4.2.4 The Assistant to the Superintendent – Resources shall ensure the keeping of the true records of the proceedings of the meetings of the District Executive.

4.2.5 The Assistant to the Superintendent – Resources shall be the custodian of such funds as shall be committed to the charge by the District Conference and shall deposit the same in a responsible bank in the name of the District.

4.2.6 The Assistant to the Superintendent – Resources shall keep an accurate record of all receipts and disbursements and shall conduct the work of the office according to accepted methods of business.

4.2.7 The Assistant to the Superintendent – Resources shall expend District funds as directed by the District Executive.

4.2.8 The Assistant to the Superintendent – Resources shall present an annual report and an annual report of the auditor and the audited financial statements to the constituency.

4.2.9 The Assistant to the Superintendent – Resources shall present a report, including financial statements, at each regular meeting of the District Executive and from time to time as the District Executive may require.

4.2.10 The Assistant to the Superintendent – Resources shall sign with the District Superintendent such instruments as shall specifically require the Assistant to the Superintendent – Resources' signature and shall perform such other duties as are incidental to the office or that the District Conference or District Executive may properly request from time to time.

4.2.11 The Assistant to the Superintendent – Resources shall attend meetings of the District Executive by invitation.

4.2.12 The Assistant to the Superintendent – Resources shall carry out such other duties as assigned by the District Superintendent and/or the District Executive from time to time.

4.2.13 The Assistant to the Superintendent – Resources shall forward a portion of church tithes to the National Office as required by the General Conference of The Pentecostal Assemblies of Canada.

4.3 Assistant to the Superintendent – Ministry

4.3.1 The Assistant to the Superintendent – Ministry shall oversee the promotion of Missions and Global Worker Care.

4.3.2 The Assistant to the Superintendent – Ministry shall oversee Specialized Ministries and be an ex officio member of all Specialized Ministries committees.

4.3.3 The Assistant to the Superintendent – Ministry shall present an annual report to the District Conference.

4.3.4 The Assistant to the Superintendent – Ministry shall attend meetings of the District Executive by invitation.

4.3.5 The Assistant to the Superintendent – Ministry shall carry out such other duties as assigned by the District Superintendent and/or the District Executive from time to time.

4.4 The Executive Officers' Committee

4.4.1 The Executive Officers' Committee shall be made up of the Executive Officers. The Executive Officers' Committee, as a sub-committee of the District Executive and under the direction of the District Superintendent, shall assist the District Superintendent in giving general oversight to all ministers and ministries between meetings of the District Executive. The District Superintendent with the assistance of the Executive Officers Committee, is authorized to act for the corporation in all matters that affect its interest while the District Conference and the District Executive are not in session.

4.4.2 They shall have the right to buy, take, lease or otherwise acquire, own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of real property, personal and mixed, tangible and intangible, of whatsoever kind as may be useful for the prosecution of their work as directed by the District Executive.

4.4.3 They shall hold in trust such funds as may be committed to them or dispose of the same as they may be directed by the District Executive.

4.4.4 In any or all matters, the individual Executive Officers shall have the right to consult with and/or report to the members of the District Executive.

4.4.5 The Executive Officers' Committee shall report to the District Executive their activities on behalf of the corporation in a timely manner.

4.4.6 Each officer will assume duties as assigned by the District Superintendent to fulfill the mission statement of the District.

4.4.7 They shall undertake such other responsibilities as may be assigned to them from time to time by the District Conference or the District Executive.

4.5 Section Presbyters

The District being divided into sections shall have a Presbyter for each section whose duties shall be as follows:

4.5.1 The Presbyter shall, by virtue of the office, be the chair of the Section Presbytery. The Section Presbytery shall include all credential holders in the Section.

4.5.2 The Presbyter shall conduct sectional activities as may be decided by the Section Presbytery.

4.5.3 The Presbyter shall counsel with the credential holders of the Section as there is opportunity to contact them and endeavor to foster a spirit of close relationship between the individual assemblies and with the District.

4.5.4 Any pastor or assembly desiring advice or aid shall be urged to appeal to the Section Presbyter, who shall investigate and, if possible, bring about an adjustment. In the event that the Presbyter is unable to settle a matter satisfactorily, it shall be referred to the District Superintendent and the District Executive for further action.

4.5.5 The Section Presbyter shall work in harmony with and under the supervision of the District Superintendent. The Presbyter shall be apprised by the Superintendent regarding pastoral changes in the Section.

4.5.6 The Presbyter shall submit a report of the Section as required by the District Executive.

4.5.7 The Presbyter shall attend meetings of the District Executive.

4.6 Members at large

4.6.1 They shall work in harmony with and under the supervision of the District Superintendent.

4.6.2 They shall assist the District Superintendent in the discipline and restoration of credential holders.

4.6.3 They shall attend meetings of the District Executive.

4.7 District Executive

4.7.1 The District Executive shall constitute the Board of Directors required to manage the affairs of the Corporation pursuant to the Corporations Act.

4.7.2 The affairs of the Eastern Ontario District shall be managed by the District Executive, who shall, in addition to the powers conferred by the By-Laws and within the confines of the law of Ontario, have such powers and authorities as may be determined by resolution of the District Conference from time to time.

4.7.3 It shall be responsible for the administration of all District funds, including but not limited to the following:

4.7.3.1 An annual review of District salaries and allowances.

4.7.3.2 The approval of the annual District budget and the budgets of all District ministries and sub-budgets within those ministries.

4.7.3.3 Any initiative involving District financing not provided for in approved budgets must be submitted to the District Executive before it can be presented to the District Conference.

4.7.4 It shall approve the annual audited Financial Statements.

4.7.5 It shall be authorized to dispose of any properties held by the District when considered advisable when local congregations are not involved.

4.7.6 It shall be responsible for the discipline of the members of the District.

4.7.7 It shall appoint the membership and the Chair of all standing committees as the need may arise and in accordance with appropriate policies approved by the District Executive.

4.7.8 It shall approve the affiliation of assemblies which have met the prescribed requirements.

4.7.9 It shall have the authority to approve applications for credentials between meetings of the District Conference, subject to the ratification of the District Conference at its subsequent session.

4.7.10 It shall be apprised of the selection of ministry for all District sponsored and District-affiliated camp meetings, conferences, and conventions, including those sponsored by the District.

4.7.11 The District Executive shall meet at least twice a year or as called by the District Superintendent and/or a majority of the members of the District Executive. Participation in a meeting of the District Executive or of a committee of the District Executive, if all Directors of the corporation consent, may be by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting. Participating by such means is deemed to be present at that meeting.

4.7.12 Where due to urgency or inconvenience, a full meeting of the District Executive cannot be arranged, a Section Committee consisting of at least three members of the District Executive, one of whom must be an Executive Officer, shall be called. If the matter affects a church or credential holder, the Section Committee must also include the Presbyter of the Section in which the church or credential holder is located. If the Section Presbyter is unavailable, the Section Committee must include two Executive Officers. All Section Committees, regardless of their makeup, shall meet subject to the approval of the District Superintendent. Decisions of the Section Committee shall be subject to the ratification of the District Executive. Any person affected by a decision of the Section Committee, if dissatisfied with the decision, can notify the District Superintendent who shall call a meeting of the District Executive within thirty (30) days to consider the decision of the Section Committee.

4.7.13 At any meeting of the District Executive, a majority of the District Executive shall constitute a quorum. Decisions shall be reached by a simple majority vote of those present.

4.8 Conflict of Interest

4.8.1 Every District Executive member who is in any way directly or indirectly interested in a proposed or existing contract, transaction, or arrangement with the District shall fully disclose

the nature and extent of their interest at a meeting of the District Executive.

4.8.2 The disclosure shall be made at the meeting of the District Executive at which the question of entering into the contract, transaction, or arrangement is first considered or, if the member is not then interested, at the first meeting held after he or she becomes interested.

4.8.3 Every such District Executive member shall withdraw from any discussion or vote on the contract, transaction, or arrangement.

4.8.4 All employees of the Corporation shall absent themselves from a District Executive meeting when their salary and allowance review is being considered.

4.9 Execution of Documents

4.9.1 Contracts, documents, or any instruments in writing requiring the signature of the corporation shall be signed by the District Superintendent and by the Assistant to the Superintendent – Resources. In the event that either the District Superintendent or Assistant to the Superintendent – Resources are not available to sign documents, the Assistant to the Superintendent - Ministry shall be authorized to sign documents with either the District Superintendent or the Assistant to the Superintendent – Resources.

4.9.2 The District Executive shall have power by resolution, from time to time, to appoint any other officer or officers on behalf of the corporation either to sign contracts, documents or instruments in writing generally or to sign special contracts, documents, or instruments in writing.

4.9.3 The seal of the corporation may, when required, be affixed to contracts, documents, and instruments in writing, signed as aforesaid, or by any officer or officers appointed as aforesaid by the District Executive.

4.10 Borrowing Powers

Subject to the provisions of the Ontario Corporations Act, the District Executive of the corporation is hereby authorized from time to time:

4.10.1 To borrow any sum or sums of money from a bank upon the credit of the corporation either by way of overdraft, discount, loan, line of credit, or otherwise, and upon such terms as they may think proper and as security for any money so borrowed or

as security for any advances, liabilities heretofore made or incurred, or that may hereafter be made or incurred, to hypothecate, mortgage, pledge and give to the bank all or any stock, bonds, debentures, negotiable instruments, choose in action or other real property of the corporation or other assets of the corporation as they may see fit, or as may be required by or on behalf of the bank, and it is expressly declared that any security given pursuant to this By-Law may be by way of chattel mortgage or in such other form as a bank may require or as the District Executive sees fit.

4.10.2 To authorize from time to time by a resolution such officer or officers, clerk, cashier or other employees of the corporation as the District Executive may appoint to transact the banking business of the corporation with a bank, to make, draw, accept, and endorse bills of exchange, promissory notes and cheques, and to execute on behalf of the corporation all such documents as aforesaid, and further, that this resolution shall continue in full force, virtue and effect as between the corporation and a bank until notice of revocation or cancellation thereof is given to a bank in writing.

4.10.3 In addition to their power to borrow as set out in 4.10.1 and 4.10.2 herein, without limiting the generality of the powers otherwise conferred upon the District Executive, the District Executive shall have the power and authority, subject to the provisions of the Ontario Corporations Act, to buy, sell, mortgage, lease, hypothecate, pledge or otherwise acquire, dispose of, hypothecate or deal with all of the real and personal property of the Eastern Ontario District of The Pentecostal Assemblies of Canada wheresoever situate on such terms and in such manner as the District Executive deems expedient.

4.11 Property

All property, both real and personal, acquired by or in the name of, or for the purpose of the Eastern Ontario District of The Pentecostal Assemblies of Canada, shall be vested in the corporation subject to any Declaration of Trust that may be executed by the corporation. All property, whether real or personal, acquired in the opening of new assemblies where funds of the corporation are used and employed shall be known as the property of the corporation or as the property of The Pentecostal Assemblies of Canada and shall not be transferred or disposed of without written consent under the seal of the corporation in the hands of the proper Officers thereof.

By-Law 5 Section Boundaries

5.1 York-Toronto North

The York-Toronto North Section shall include those assemblies east of Highway #11, north of Highway #401, and west of the westerly boundary of the Durham Region.

5.2 Toronto South

The Toronto South Section shall include those assemblies east of Highway #11A, south of Highway #401, and west of the westerly boundary of the Durham Region.

5.3 Lakeshore Section

The Lakeshore Section shall include those assemblies in Durham Region and Northumberland County west of Highway #30. Brighton is to be considered part of the Quinte-Rideau Section. Campbellford shall be considered part of the Kawartha Section.

5.4 Kawartha

The Kawartha Section shall include those assemblies north of the Lakeshore Section and within the areas bounded on the west by the District of Western Ontario; on the north by the southern boundary of Algonquin Provincial Park, and on the east by the westerly border of the Quinte-Rideau Section. The Kawartha Section shall include Campbellford.

5.5 Quinte-Rideau

The Quinte-Rideau Section shall include those assemblies in Hastings County, Lennox-Addington County, Frontenac County, Prince-Edward County, and Northumberland County east of Highway #30. The Quinte-Rideau Section shall also include Brighton.

5.6 Capital Section

The Capital Section shall include those assemblies within the Ottawa-Carleton region. The Capital Section shall include Carleton Place. The Capital Section shall also include the churches of Baffin Island in Nunavut.

5.7 Lanark Seaway

The Lanark Seaway Section shall include those assemblies within the Lanark, Leeds and Grenville, Stormont, Dundas and Glengarry, and the Prescott and Russell counties.

5.8 Upper Ottawa Valley

The Upper Ottawa Valley Section shall include those assemblies within Renfrew County which are situated west of the Capital Section and north of the Lanark Seaway Section.

By-Law 6 District Ministries

District Ministries shall be established and modified according to policy established by the District Executive and as may be required by the General Constitution of the Pentecostal Assemblies of Canada.

By-Law 7 District Missions

District Missions Committees shall be established and modified according to policy established by the District Executive and as may be required by the General Constitution of the Pentecostal Assemblies of Canada.

By-Law 8 Committees

8.1 Camp Committees

8.1.1 Lakeshore Pentecostal Camp Committee

8.1.1.1 The Lakeshore Pentecostal Camp Committee shall consist of the District Superintendent, the Assistant to the Superintendent – Resources, the Assistant to the Superintendent – Ministry, the Camp Director, one additional member of the District Executive, three (3) ordained ministers and four (4) lay persons who are interested in the camp.

8.1.1.2 The District Superintendent or designate shall be the chair of the committee.

8.1.1.3 The Committee shall be responsible for the operation of Lakeshore Pentecostal Camp, except for the approval of ministry at camp meetings which shall be the responsibility of the District Executive.

8.1.1.4 The Assistant to the Superintendent – Resources shall be the Secretary-Treasurer of the Committee and shall act as secretary of the committee in all functions customary to the office and shall be custodian of the funds of the camp. The Secretary-Treasurer shall keep an accurate record of all receipts and disbursements and shall conduct the work of the office according to accepted business methods. The Secretary-Treasurer shall give a report of the camp's financial affairs at each meeting of the committee and shall prepare an audited annual financial statement to be included in the reports to the District Conference. The District

Executive shall have the right to request a report of the financial affairs of the camp and any plans in hand at any time that they may deem advisable.

8.1.1.5 The Committee shall meet at the call of the camp committee chair or by authorization of a majority of the committee membership.

8.1.1.6 The term of office for the membership of the aforementioned Committee shall be two years. Members, except for those elected or serving by virtue of office, may serve a maximum of three (3) consecutive terms, following which they shall not be considered eligible for re-appointment for a period of one year.

8.1.2 Ottawa Valley Pentecostal Camp Committee

8.1.2.1 The Ottawa Valley Pentecostal Camp Committee shall consist of the District Superintendent, the Assistant to the Superintendent – Resources, the Assistant to the Superintendent – Ministry, the Camp Director, one additional member of the District Executive, three (3) ordained ministers and four (4) lay persons who are interested in the camp.

8.1.2.2 The District Superintendent or designate shall be the chair of the committee.

8.1.2.3 The Assistant to the Superintendent – Resources shall be the Secretary-Treasurer of the Committee and shall act as secretary of the meetings of the committee and shall perform such other functions as are customary to the office. The Secretary-Treasurer shall be custodian of the funds of the camp. The Secretary-Treasurer shall keep an accurate record of all receipts and disbursements and shall conduct the work of the office according to accepted business methods. The Secretary-Treasurer shall give a report of the camp's financial affairs of at each meeting of the committee. The Secretary-Treasurer shall prepare an audited annual financial statement to be included in the reports of the District Conference. The District Executive shall have the right to request a report of the financial affairs of the camp and any plans in hand at any time that they may deem advisable.

8.1.2.4 The committee shall be responsible for the operation of the Ottawa Valley Pentecostal Camp, except for the selection of ministry in the camp meetings, which shall be the responsibility of the District Executive.

8.1.2.5 The committee shall meet at the call of the chair or by authorization of a majority of the committee membership.

8.2.1.6 The term of office for the membership of the aforementioned Committee shall be two years. Members, except for those elected or serving by virtue of office, may serve a maximum of three (3) consecutive terms, following which they shall not be considered eligible for re-appointment for a period of one year.

8.2 Conference Committees

The following Committees shall be appointed by the District Superintendent, with the help and advice of the District Executive, at least one month before each District Conference meeting for the purpose of planning and conducting the business of the Conference while in session: the Resolutions Committee, the Program Committee, the Roster Committee, the Parliamentary Committee and such other committees as may be deemed necessary. Additional nominations to all Conference committees may be made from the Conference floor.

By-Law 9 Ministerial Credentials

9.1 Ministry Described

9.1.1 Recognition of candidates for the ministry within the jurisdiction of the District Conference shall be granted to those who meet the requirements prescribed in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada. There shall be the following categories of Credentials:

1. Ordained
2. Ministerial License for Women (issued prior to 1985)
3. Licensed Minister
4. Deaconess (issued prior to 1996)
5. Recognition of Ministry
6. Ministry Related

9.2 Credentials

9.2.1 All candidates for credentials shall complete the official application form approved by the General Executive of The Pentecostal Assemblies of Canada and forward the same to the Assistant to the Superintendent – Resources. They shall appear in person before the Credentials Committee, at a time before appointed by the Committee, and shall be prepared to be examined as to doctrine, ability, and conduct.

9.2.2 The granting of credentials recommended by the Credentials Committee shall be subject to the approval of the District Conference.

9.2.3 The time and place of ordination ceremonies and the officiating ministers shall be decided by the District Executive, consideration being given to the wishes of the candidate.

9.3 Credential Transfers

When required by By-Law 10 of the General Constitution & By-Laws of the Pentecostal Assemblies of Canada, all credential holders who transfer their residence from another district into the Eastern Ontario District shall obtain a Certificate of Transfer from their former District Executive and shall present it to the District Executive for acceptance. No credential holder shall exercise the membership privileges in the District Conference until the transfer of credentials has been completed.

9.4 Pastoral Transitions

Any pastor concluding their ministry agreement relating to their pastoral charge shall be required to give at least thirty (30) days notice to the Secretary of the Church Board or Pastor's Council, to the congregation, and to the District Superintendent.

9.5 Credential Holders' Tithes

All those holding credentials with the Eastern Ontario District of The Pentecostal Assemblies of Canada shall be required to give fifty percent (50%) of their personal tithes to the District Office.

9.6 Discipline of Ministers

The District Conference, through the District Executive, shall avail itself of the prerogatives conferred upon it, in the matter of the discipline of members, as defined by By-Law 10 of the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

9.7 Pastor/Congregation Relationships

9.7.1 Assemblies seeking the help of the District Executive in solving difficulties between the pastor and the church Board or Pastor's Council, which do not involve the pastor's credentials but do involve their position as pastor, must give bona fide evidence that every Scriptural effort has been made to effect a solution at a meeting of the local Church Board or Pastor's Council duly convened by the pastor. No official representation from either the local Church Board or Pastor's Council will be heard by the District Executive when the above procedure is not followed.

9.7.2 Should there be difficulties between the pastor and the church congregation which do not involve the pastor's credential but the position as pastor, the congregation may present a request for assistance to the District Superintendent by a petition of not fewer than one-third of the membership of the local church. The matter shall be finally disposed of in the following manner. The District Superintendent shall call a congregational meeting to be presided over by the District Superintendent or the District Superintendent's authorized representative. The Chair may call for a vote of confidence in the pastor. The vote shall call for a simple majority in support of the pastor in order for them to retain the position as pastor. If such is not achieved, the pastor's tenure shall be considered completed immediately and the pastor shall be given a minimum of one month's salary but not more than three month's salary with benefits and the use of the parsonage during that period, or the equivalent housing allowance if he or she is not living in the church parsonage. If the pastor has served for a minimum of two years and has failed to receive the required majority in the confidence vote or has complied with a request from the Board or Pastor's Council to resign, they shall be given a maximum of three months salary with benefits and the use of the parsonage during that period, or the equivalent housing allowance if they are not living in the church parsonage.

9.7.3 Notwithstanding the foregoing; when in the considered opinion of the District Executive Committee, there exists an unresolved deteriorating situation within a local assembly such as an evident exodus of people or a decrease of finances to the point where the solvency of the church is in jeopardy or a serious deterioration of pastor-congregation relations, the District Executive shall be authorized and empowered to bring together the Pastor and Board or Pastor's Council with the District Executive to take positive steps to resolve the situation within the local assembly.

By-Law 10 Local Assemblies

10.1 Affiliated Assembly

An affiliated assembly shall be understood to mean one that meets all financial obligations in providing a place of worship and its operation; adequate remuneration for staff; support for the District, Mission Global, Bible College; and other such responsibilities as may be determined by the General Conference of The Pentecostal Assemblies of Canada or the Eastern Ontario District Conference.

10.2 Application for Affiliation

Any assembly desiring to affiliate with The Pentecostal Assemblies of Canada may apply to the District Superintendent for information regarding the procedure required for affiliation or setting the church in order as established by the General Conference, which is as follows:

10.2.1 The local congregation shall, at a regularly convened meeting, pass a resolution adopting the Statement of Essential Truths and the Positions and Practices of The Pentecostal Assemblies of Canada as approved by the General Conference of The Pentecostal Assemblies of Canada.

10.2.2 The said congregation shall, at a regularly convened meeting, pass a resolution authorizing the officers of the local assembly to petition The Pentecostal Assemblies of Canada for affiliation.

10.2.3 Any church desiring affiliation with the Eastern Ontario District of The Pentecostal Assemblies of Canada shall be required to rescind its present constitution, if any, and surrender its individual charter, if any, and shall be required to accept in total the approved Local Church Constitution of The Pentecostal Assemblies of Canada.

10.2.4 The General Executive of The Pentecostal Assemblies of Canada, on the recommendation of the District Executive may grant the petition of affiliation and shall, immediately notify the local congregation of its direction.

10.2.5 All affiliated assemblies shall have as a Senior Pastor a credential holder of The Pentecostal Assemblies of Canada.

10.3 Charter and/or Incorporation

Any church affiliated with the Eastern Ontario District of The Pentecostal Assemblies of Canada desiring to apply for an individual charter or incorporation shall apply for approval from the District Executive for permission to apply to the Provincial and/or Federal governments. A request for approval for such a charter shall be made in writing to the District Executive not less than ninety (90) days before the date of the District Executive meeting at which permission will be sought, and the pastor and at least two elected Board or Pastor's Council members of the congregation seeking a charter shall be required to meet with the District Officers before the District Executive meeting to show cause as to why the said church should have its own charter. Approval by the District Executive shall be contingent upon the proposed Letters Patent and By-

Laws containing 1) declarations of affiliation with The Pentecostal Assemblies of Canada, 2) approval and acceptance of the Statement of Essential Truths and the Positions and Practices of The Pentecostal Assemblies of Canada, 3) approval and acceptance of the principles of the Local Church Constitution as amended from time to time by the General Conference of The Pentecostal Assemblies of Canada, and 4) acceptance of the principles and practices of The Pentecostal Assemblies of Canada, and also contingent upon approval of the proposed Church Constitution.

10.4 Classification of Assemblies

Affiliated assemblies will be classified as follows:

10.4.1 Affiliated Assemblies

10.4.1.1 Local assemblies which have matured sufficiently to accept their full share of responsibility for the maintenance of scriptural order and which have been properly set in order and are essentially self-supporting shall be entitled to recognition as affiliated assemblies. An affiliated assembly shall also be known as self-governing.

10.4.2 Privileges and Responsibilities of Affiliated Assemblies:

10.4.2.1 They shall be amenable to the District Conference in doctrine, conduct, practice, and in all matters which affect the peace and harmony of The Pentecostal Assemblies of Canada.

10.4.2.2 They shall have the right to choose their own pastor, elect their own officers and hold property. In the event the church is not incorporated, they may hold property through Local Trustees duly appointed by the assembly or in trust by The Pentecostal Assemblies of Canada.

10.4.2.3 They shall be entitled to representation in the General and District Conferences through accredited delegates according to the provisions of those bodies.

10.4.2.4 They shall have the consideration of the District Executive when the District plans for Conventions, Fellowship Meetings, and Conferences and shall be entitled to the services of Evangelists and Global Workers on home assignment.

10.4.2.5 They shall have the advice and help of the District Executive in all vital matters which affect them.

10.4.2.6 They shall be expected to co-operate in the promotion of departmental activities of The Pentecostal Assemblies of Canada.

10.4.2.7 They shall be expected to assume voluntarily their co-operative share in the expense of the District work by remitting a tithe of their general fund to the District office. They shall forward a copy of their financial statements to the District office annually.

10.4.2.8 Nominations for pastor shall be submitted to the congregation by the church Board or Pastor's Council after consultation with the District Superintendent, with one name only to be presented for consideration by the congregation at one time.

10.4.2.9 Assemblies shall recognize their responsibility to defray the moving expenses of an incoming pastor and to co-operate in making possible the pastor's attendance at meetings of the District Conference and, when feasible, at the General Conference.

10.4.2.10 A local self-governing assembly shall have the right to sponsor a Satellite. The financial responsibility for a Satellite shall remain with the sponsoring assembly, and the Satellite shall remain under the governmental oversight of the sponsoring assembly.

10.4.2.11 Conference Representation

10.4.2.11.1 Lay representation of affiliated assemblies at District Conference meetings shall be based on the membership of the assembly. Those assemblies having a membership of fifty (50) or less shall be entitled to one (1) lay delegate, and those having a membership of more than fifty (50) shall be entitled to two (2) lay delegates.

10.4.2.11.2 Each lay delegate shall procure a letter from the Secretary or the Pastor of the assembly that certifies his/her appointment by the church Board or Pastor's Council to represent the assembly in the District Conference. This letter shall be forwarded to the Roster Committee of the District Conference at least seven (7) days prior to when the Conference meets.

10.4.3 Mission Affiliated

10.4.3.1 An affiliated assembly shall be deemed a Mission if it is determined that the assembly is unlikely to become self-supporting but is considered to be an essential outreach within the District and is approved as such by the District Executive.

10.4.4 Assisted Affiliated

10.4.4.1 An assisted affiliated assembly shall be understood to mean one that is unable temporarily to fulfill all the qualifications identified in By-Laws 10.4.1 and 10.4.2 and has requested of the District to be placed under assisted status.

10.5 Building Projects

All building projects and/or acquisition or disposal of real property by local assemblies in the District exceeding 10% of their annual income shall be submitted to the District Executive for approval.

By-Law 11 Missions

11.1 Mission Global

Assemblies affiliated with the Eastern Ontario District shall work in harmony with the plans and methods of the Missions Divisions of The Pentecostal Assemblies of Canada.

11.2 District Missions

11.2.1 Assemblies affiliated with the Eastern Ontario District shall work in harmony with the plans and methods of District Missions and when fostering new affiliated assemblies shall obtain the approval of the District Executive.

11.2.2 The Section Presbyters shall survey and recommend to the District Executive development within their Section.

11.2.3 Individual credential holders shall consult with the District Superintendent concerning the establishment of new affiliated assemblies.

11.2.4 All properties purchased and having been subsidized with District funds or other funds from The Pentecostal Assemblies of Canada sources shall be held in trust by The Pentecostal Assemblies of Canada.

By-Law 12 Fellowship Responsibilities

Recognizing the place of The Eastern Ontario District within the Pentecostal Assemblies of Canada, we affirm the following:

12.1 Although The Eastern Ontario District is a separate legal entity from The Pentecostal Assemblies of Canada, it shall function as an integral part thereof and shall be governed by the principles of cooperative fellowship as set forth in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

12.2 The Eastern Ontario District shall voluntarily assume their co-operative share in the expense of the International Office of the Pentecostal Assemblies of Canada by remitting a tithe of churches' tithes of their general fund remitted to the District office.

12.3 The Eastern Ontario District shall co-operate in the promotion of the Missions activities of The Pentecostal Assemblies of Canada.

12.4 The Eastern Ontario District shall provide representation to and participation in the General Conference of The Pentecostal Assemblies of Canada as appropriate and required.

12.5 The Eastern Ontario District shall provide the services of The Eastern Ontario District Superintendent to the Fellowship as may be required, by virtue of the office and/or by the General Executive and/or General Conference from time to time.

By-Law 13 Amendments

Amendments to these By-Laws may be proposed by resolution of the District Executive, but shall not be effective until confirmed by at least two-thirds of the votes cast at a regular or special meeting of the District Conference, provided that notice of the proposed amendment has been given in writing to the membership at least thirty (30) days before such meeting. All amendments to the By-Laws shall be submitted to the Superintendents Committee of the Pentecostal Assemblies of Canada for ratification.