



HMONG DISTRICT BYLAWS

*of
The Christian and
Missionary Alliance*



2024 EDITION

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Bylaws of the Hmong District of The Christian and Missionary Alliance

PREAMBLE

The Hmong District (hereinafter Hmong District) of the Christian and Missionary Alliance (The Christian and Missionary Alliance, hereinafter C&MA) has been established according to the laws of the state of Colorado and shall operate to do God's work to the fullest extent allowed by the laws of the state of Colorado.

Even though the C&MA has established its own Constitution, the Constitution governs broadly. The C&MA has authorized all the districts to establish its own bylaws to govern its own district. To fulfill the Mission as described below, the Hmong District shall establish its own bylaws for its operations as described below.

DEFINITIONS

The definitions below shall be used to define certain terms in this bylaw manual:

Appoint: Search, authorize, or select an individual or group to hold a position which is not elected by a group of people.

Nominate: Placing a name in contention for an elected position.

Elect: Authorizing someone to a position by way of oral vote or written ballot.

ARTICLE I: NAME

This district shall be known as the Hmong District (hereinafter HD) of the Christian and Missionary Alliance (hereinafter referred to as C&MA).

ARTICLE II: MISSION

To glorify Jesus Christ who is the Savior, Sanctifier, Healer, and coming King; spreading His Good News to completion; helping the Hmong believers in planting new churches and organizing them and empowering them so that they may proclaim to non-believers; and teaching new converts to become Jesus' disciples, enabling them to do God's work, and commissioning them to spread the Good News throughout the world.

ARTICLE III: GOVERNANCE OF THE HMONG DISTRICT

Section 1. THE DISTRICT ANNUAL CONFERENCE (DAC)

A. TIMING FOR THE DISTRICT ANNUAL CONFERENCE

Hmong District Annual Conference shall be held every year. During the year in which election is held for the District Superintendent position, the District Annual Conference shall be in June. All other years in which there is no election held for the District Superintendent position, the District Annual Conference shall be in June or July. In extenuating circumstances this section shall not apply and District Executive Committee (DEXCOM) shall determine the appropriate time (Revised 2017).

B. THE DISTRICT ANNUAL CONFERENCE COMMITTEES

Due to the great number of items to be discussed and amended during the District Annual Conference and that it is the intent that the duties at the conference be done efficiently and well, the District Executive Committee of the Hmong District shall have the authority to appoint members of committees to perform the following duties:

- (1) Conference Committee
 - (a) Registration
 - (b) Lodging
 - (c) Sound System
- (2) Nomination Committee
- (3) Resolution Committee
- (4) Finance Committee
- (5) Communion Committee
- (6) Usher Committee
- (7) Worship Committee
- (8) District Superintendent Report Committee
- (9) Credential and Rules Committee
- (10) Agenda Committee
- (11) Prayer Committee
- (12) Other committees approved by the DEXCOM

C. POSITIONS GOVERNING THE DISTRICT ANNUAL CONFERENCE

- (1) The Chairman: The District Superintendent of the Hmong District shall chair the meeting every year. If the District Superintendent is occupied, he has the authority to delegate the position of chairman to the Assistant District Superintendent or to anyone else if the Assistant District Superintendent is occupied. If the District Superintendent and the Assistant District Superintendent decide not to chair the meeting, they shall have the authority to delegate the position of chairman to anyone else.

- (2) The Secretary: The Secretary of the Hmong District shall take all the minutes of the meeting; type the meeting minutes, copy the meeting minutes, and bring the minutes back to be read for approval by the floor. The District Executive Committee shall have the authority to appoint one or two persons to aid the Secretary with his duties during the District Annual Conference.
- (3) The District Executive Committee of the Hmong District: During the District Annual Conference, the District Executive Committee shall be in close proximity to the District Superintendent and the Secretary so that they may confer and consult with respect to the governance of the conference so that the conference may proceed well.

D. QUORUM

One-third (1/3) of the accredited delegates present at the District Annual Conference shall constitute a quorum.

E. RULES OF ORDER FOR MEETING

The Hmong District Annual Conference shall use Robert's Rules of Order to govern its meetings as much as practicable.

F. ELECTION RULES

- (1) Prior to nominating an individual to an elected position, a discussion must be held with that individual. If the individual consents to the nomination, his/her name may be nominated. Each person shall have the right to nominate only one name to a position.
- (2) If the Nomination Committee has interviewed an individual and nominated his/her name for a position but that individual has declined the nomination, the individual shall not allow anyone from the floor to nominate his/her name for the same position.
- (3) Candidate(s) for the position of District Superintendent shall be ordained pastors. Candidate(s) for the Treasurer position shall not be a pastor.
- (4) An individual who has been nominated by the Nomination Committee may be nominated for another position by someone else, however, that individual must withdraw his/her name from the Nomination Committee so that the committee may have time to nominate another candidate to replace that individual before the second reading. With the exception of the District Superintendent position, other positions with the majority votes casted shall be the winner. In the event that there are two candidates with equal number of votes, there shall be another round of voting until one is declared the winner.

- (5) If there is only one candidate for an unopposed position, a call to the floor for acceptance shall be made, except the position of the District Superintendent.
- (6) Candidates for the District Executive Committee of the Hmong District (DEXCOM) shall be limited to one candidate from one local church and the Nomination Committee shall consult with the pastor or the elder of the church regarding his spiritual life.
- (7) Full time employees of Hmong District shall not be eligible for nomination for the position of DEXCOM except the position of District Superintendent and Assistant District Superintendent.
- (8) The District Superintendent Search Committee shall be established with five (5) members, the District Annual Conference will establish this Committee who shall be appointed in the year preceding the election year of the District Superintendent. Their term of duty is only for the election of one District Superintendent (DAC 2017).
- (9) The installation of the elected District Superintendent shall take place during the District Annual Conference in which the election took place. The representative from the C&MA shall officiate the District Superintendent installation. Installation of the District Superintendent shall be overseen by the current Corporate Secretary in collaboration with the Hmong District staffs (DAC 2022).

Section 2. DISTRICT EXECUTIVE COMMITTEE OF THE HMONG DISTRICT

- A. The District Executive Committee of the Hmong District consists of nine (9) members as follows: District Superintendent, Secretary, Treasurer, and six (6) board members. The Assistant to the District Superintendent shall have the right to attend board meetings, however, shall have no voting rights. The District Superintendent shall be the head of the board.
- B. The process of electing the District Superintendent and Assistant District Superintendent shall be in accordance with C&MA constitution which has been established. Of the eight (8) board members, four (4) shall be ordained pastors and four (4) shall be laymen. The treasurer shall be a layman. The Secretary shall be an ordained pastor. These two positions shall be for a term of four (4) years and may serve two (2) consecutive terms. They may serve again with a lapse of one term. Of the six (6) members at large, their terms shall be two (2) years and may serve three (3) consecutive terms. They may serve again with a lapse of one term. (DAC 2021).

The eight (8) board members shall be elected at the District Annual Conference. The candidate with the majority votes casted shall be elected. If any of the eight (8) board members resigns from the board, the District Executive Committee shall

have the right to appoint a replacement to serve his position until the next election.

- C. If the District Superintendent passes away, resigns, becomes disabled, is incapable of performing his duties, or is discharged from duties, the Board of Director of the C&MA shall find someone to replace him until the next election.

Section 3. DEPARTMENTS OF THE HMONG DISTRICT

The District Executive Committee of the Hmong District shall have the right to add or remove any departments of the Hmong District as they deem appropriate. Selection of the director of each department shall be in accordance with Office Policy of the Hmong District. Their job descriptions shall be given by the DEXCOM. (DAC 2011)

Section 4. OTHER STANDING COMMITTEES

A. CREDENTIALING COUNCIL (CC)

Hmong District's council on overseeing the application process and ordination of pastors and performing other duties for Hmong District. This council shall be no less than five (5) members and shall be appointed by the District Executive Committee of the Hmong District and their term shall be three (3) years. After the members have been appointed, they shall elect the chairman and the secretary.

(1) Duties of the Chairman

- (a) He shall instruct and delegate duties to members of the council so that they may accomplish their duties in a timely manner.
- (b) He shall prepare and oversee the process to become a new pastor in accordance with the written procedures of the C&MA.
- (c) He shall be the chairman for the Credentialing Council and for the procedure on ordination.

(2) The Secretary

The secretary shall take the minutes of the meeting of the Credentialing Council and perform other duties as delegated by the chairman.

(3) Policies and duties of the Credentialing Council (CC)

The CC shall have the right to evaluate pastoral candidate requesting for ordination and determine whether they meet the requirement. The CC shall have the right to teach and counsel candidates for ordination so that they may understand and live a life of an ordained pastor. The CC shall ordain candidates who have passed the oral examination on ordination and certify such ordained pastor according to ordination policies. The CC shall teach and encourage candidates who have failed the ordination examination so that they may pass the next time.

(4) Application process for new pastors

An applicant to be licensed as a new pastor shall perform the following:

- (a) Send transcripts of completed courses from Bible College, Seminary, or Hmong Christian Institute (HCI) to the Credentialing Council.
- (b) Study materials required by the Credentialing Council.
- (c) Attend an oral examination by the Credentialing Council.
- (d) A candidate who has passed the interview and accreditation by the C&MA shall request his documentations be sent to the Credentialing Council.

(5) Hmong District may call a candidate who has completed the Ministerial Study Program (MSP) from the Hmong Christian Institute (HCI) to be a pastor for a congregation. (DAC 2023)

(6) As of 8/24/91 and moving forward, a young pastor who is married to an underage wife without a marriage license shall be placed on leave by the Hmong District until he has obtained his marriage license according to the laws of his state.

(7) Process to become an ordained pastor:

Anyone who shall be ordained as a pastor must do the following:

- (a) Send official transcripts of completed courses from Bible College, Seminary, or HCI to the Credentialing Council.
- (b) Study the materials required by the C&MA.
- (c) Write an evaluation of his faith as requested by the Credentialing Council and return the evaluation to the council.
- (d) Attend an oral examination by the Credentialing Council.

(8) Issuance and revocation of pastoral license.

Issuance and revocation of pastoral license shall be in accordance with the C&MA Uniform Policy. (DAC 2011)

B. MISSION MOBILIZATION COMMITTEE

This committee shall consist of five (5) members and shall be appointed by the District Executive Committee of Hmong District. Their term shall be two (2) years. Their duties shall be in accordance with Hmong District policy as prescribed and they shall be in charge of the mission conference of the Hmong District during its District Annual Conference. (DAC 2013)

C. AUDIT REVIEW COMMITTEE

Audit of the financial records of the Hmong District shall be performed by a hired outside audit firm who shall audit the financial records of the Hmong District once a

year. Furthermore, the Hmong District shall commission members of the Audit Review Committee to review the records which have been audited by the audit firm to determine whether corrections need to be made and to give a report at the District Annual Conference. They shall have the right to make recommendations to the District Executive Committee of the Hmong District as to accounting practices so that there is compliance with the law. This committee shall consist of three (3) members and shall be appointed by the District Executive Committee of the Hmong District. (DAC 2011)

D. BYLAW COMMITTEE

This committee shall consist of five (5) members and shall be appointed by the District Executive Committee of the Hmong District. Their term shall be four (4) years. Their duties shall be to revise the bylaws for the Hmong District. The Bylaw Committee shall only perform duties delegated by the District Superintendent, the District Executive Committee, or the District Conference.

E. DISTRICT CONFERENCE SEARCH COMMITTEE

The District Executive Committee shall determine the location of the annual District Conference two (2) years before the conference and the logistics be assigned to the Conference Committee. The Conference Committee shall consist of DS plus three (3) members appointed by DEXCOM.

F. DELEGATION TO GENERAL COUNCIL COMMITTEE

This committee shall be appointed in accordance with C&MA Bylaws (General Council A3-4) and their term shall be two (2) years with no more than three (3) consecutive terms. The home church shall pay for the travel expenses of the committee member and the Hmong District shall pay for the food and lodging expenses. The committee shall be selected at the District Annual Conference and after their selection the District Executive Committee of the Hmong District shall appoint which General Council committee they shall serve.

G. BIBLE STUDENT SCHOLARSHIP COMMITTEE

This committee shall be appointed by the District Executive Committee of the Hmong District, and shall be no less than five (5) members along with the District Superintendent. Their term shall be three (3) years. The duties of the committee shall be as follows (DAC 1996):

- (1) Oversee the financial contributions designated for Bible student scholarships as stated in Article VII.
- (2) Raise money for the scholarship fund.
- (3) Make decision on awarding scholarships to Bible students as they deem proper.

H. ALLIANCE WOMEN MINISTRIES

Alliance Women Ministries of the Hmong District shall operate in accordance to the Alliance Women Handbook (2021-2022 Edition). (DAC 2022)

I. ALLIANCE MEN

Alliance Men Ministry of the Hmong District shall operate in accordance to the Alliance Men Ministry Policy. The District Man Director shall not be a senior pastor of a church. (DAC 2022)

ARTICLE IV: PASTORAL STAFF

Section 1. PASTORAL LEAVE

A. Vacation

All churches affiliated with the Hmong District shall allow 4 weeks of vacation time per year or more as the church sees proper for its fulltime pastoral staff as of January 2001 and moving forward. As to part time pastoral staff, the local churches shall provide vacation time as the local churches are able.

B. Sabbatical leave

- (1) Eligibility: Any pastoral staff who has completed three (3) years of service shall be eligible for sabbatical leave for a period of 30 days. Any pastoral staff who has completed six (6) years of service shall be eligible for sabbatical leave for a period of 45 days and every three (3) years thereafter. The sabbatical leave of pastoral staff shall not be used in conjunction with vacation time. Any pastoral staff who has moved on to another church shall re-accrue new sabbatical leave time as previously stated.
- (2) Cost: When the governing board of the local church grant sabbatical leave to a pastoral staff, the governing board shall put in the annual budget funding for the time the pastoral staff takes a sabbatical leave. The pastoral staff shall have a salary and other benefits during sabbatical leave.
- (3) The governing board of the local church shall have oversight of the conditions of sabbatical leave of pastoral staff as follows:
 - (a) During the time the pastoral staff is on sabbatical leave, he shall not be allowed to use this time to find other work.
 - (b) The pastoral staff shall write a report of what the pastoral staff want to accomplish to the governing board of the local church (refer to the sabbatical leave request at the end).
 - (c) Upon completion of sabbatical leave by the pastoral staff, he shall write a report that is no less than five (5) pages to the governing board of the local church and the District Superintendent of the Hmong District. The pastoral staff shall finish his report no longer than three (3) months after coming back from sabbatical. He

shall describe his accomplishments and how it will enhance the pastoral staff's contribution to the local church.

- (d) The pastoral staff shall submit a written request for a sabbatical leave six (6) months in advance of his sabbatical leave.

Section 2. PASTORAL STAFF SALARY

Salary for pastoral staff shall be set by the local church according to the cost of living in that particular city and state, however, it is recommended that the salary given is appropriate and sufficient to support a living.

Every year the governing board of the local church shall raise the salary of the pastoral staff once. Salary raise of pastoral staff shall be the duty of the governing board and it shall be submitted to the congregation for approval.

Section 3. SALARY OF PASTORAL STAFF IN TRANSITION

A pastoral staff who is employed by a local church and receives a salary from the church and who is in transition but not yet employed, the local church that he is employed with shall pay one month salary to the pastoral staff in transition, however, if the pastoral staff resigns from his position, he shall not be eligible for the one-month salary.

Section 4. PASTORAL STAFF HEALTH INSURANCE

If a pastoral staff is employed fulltime for a local church, the local church shall provide health insurance for the pastoral staff and his family.

Section 5. PASTORAL RETREAT

The District Superintendent shall prepare a pastoral retreat for the pastoral staff and their spouse once per year. All expenses for the pastoral staff and their spouse to attend the pastoral retreat shall be paid by the local church.

Section 6. PASTORAL BURIAL FUND

The Hmong District has financial funding for pastoral burial (Hmong District Protective Benefit Plan), (DAC 1989). The burial fund shall be administered according to the Hmong District Protective Benefit Plan policy. (DAC 2013)

ARTICLE V: CHRISTIAN WORKER CERTIFICATION

Whereas there are ordinances which the church observes, therefore, the Hmong District shall have the right to grant Christian Worker Certification to the head of elder or chairman of the board of the local church that has no pastoral staff to perform these ordinances. One of the

ordinances which the layman may not perform is marriage ceremony which must be licensed by local state law.

ARTICLE VI: FINANCIAL CONTRIBUTIONS TO HMONG DISTRICT

Section 1. All local churches affiliated with the Hmong District shall send 10% of its monthly offering to the Hmong District for its operations before the 10th of every month. The 10% contribution shall be from the general operating fund or general receipts and shall not be from the building fund, Great Commission Fund, or other mission fund and other designated fund. (DAC 2011)

Section 2. The Hmong District shall have the right to write letter asking for financial contributions for its operations according to the budget which has been approved at the District Annual Conference.

ARTICLE VII: SCHOLARSHIPS FOR BIBLE STUDENTS

Section 1. The Hmong District shall award scholarships received from local church members to Bible students in higher education and students at C&MA colleges (Bible Colleges) studying in the following six (6) areas:

- A. Those studying pastoral or church ministries
- B. Those studying Missions
- C. Those studying Christian Education
- D. Those studying Church Music
- E. Those studying Youth Ministries (DAC 1995)
- F. Those studying Bible and Theology (DAC 1995)

Section 2. Those who do not complete their education or who has completed their education but do not work for the Hmong District shall repay to the Hmong District any scholarships awarded so that there will be funding for other new students to further their studies.

Section 3. If a male Bible student is married to his wife without a marriage license, the Hmong District shall not award any scholarship to that individual. (DAC 2011)

ARTICLE VIII: CONFLICT RESOLUTION IN THE LOCAL CHURCH AND HMONG DISTRICT

Section 1. Conflict resolution in the local church and at Hmong District shall be administered according to the C&MA Uniform Policy on Discipline, Restoration and Appeal.

Section 2. The Hmong District Executive Committee shall have the power to release a reversionary or other contingent interest in the real property of an accredited church in the event

of the sale of church real property, or to subordinate such interest to a mortgage, when it is in the best interest of both the church and this district. (DAC 2017)

ARTICLE IX: AMENDMENTS

This Bylaw may be amended by way of addition, deletion, or modification of wording by the District Annual Conference by a 2/3 vote casted by the accredited delegates with the exception of misspellings, inaccurate numbering or inaccurate cross-referencing, or simple editorial mistake which would not change the meaning.

Only the Bylaw Committee shall have the right to make corrections to any misspellings, inaccurate numbering or inaccurate cross-referencing, or simple editorial mistake as previously stated. These corrections shall be officially adopted once approved by the District Executive Committee of Hmong District. The District Executive Committee of the Hmong District or the Bylaw Committee shall inform the local churches in writing of any corrections. (DAC 2013)