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MEMO: Proposed Changes to Constitution & Bylaws

After reviewing the Constitution & Bylaws to prepare for the upcoming Annual Business Meeting, we found a number of changes that we believe should be made to help us run our organization in better ways. Many of these changes are minor, but there are a few substantive changes. The proposed version has been presented for review and this memo addresses those proposed changes based on the page number of the proposed version.

Changes in the Constitution:

- A. One primary change is the transition to the term "Lead Pastor." The current version references the term "Senior Pastor" or simply, "pastor" throughout. Our current and immediate-past pastor both have preferred the term "Lead Pastor," so we felt it was a good to make this change official. Additionally, referring simply to "pastor" could create confusion with other positions of leadership within the assembly as we have more than one type of pastor. Many lines throughout both documents are edited to reflect this change.
- B. For similar reasons, we felt it was a good idea to change the terms, "president" and "vice president" to "chairman" and "vice chairman," respectively. This change also affects multiple lines in both documents.
- C. On page 12 (Article VI, Section 2, subsection h) we changed the phrase "from time to time" to "occasionally" for formatting purposes.
- D. On page 13 (Article VI, Section 4, end of Paragraph 3) of the Constitution, the term "these by-laws" was changed to "this Constitution" for accuracy.
- E. On page 15 (Article VIII, Section 2) we added a provision to expressly allow the Board to conduct business by phone and email as needed.
- F. On page 15 (Article VIII, Section 3) we changed the word "officers" to "Board of Directors" for accuracy. Also on this page, we increased the notice due for the Annual Business Meeting to match the amount of time given for nominations for Board members.

- G. On page 16 (Article III) we added a new Section 9 detailing voting procedures that match our current tradition and allow for absentee votes by mail and electronic voting, such as the method used for Pastor Bruce's election in June. This section ensures that any voting methods and procedures are approved by the Board.
- H. On page 17 (Article IX) we made changes to the articles on departments and committees to update them so that they better reflect our current departments. We also updated the language to ensure that the policies of each department are subject to the approval of the Lead Pastor.

Changes in the By-laws:

- A. On page 24 (Article I and II) we made changes to clarify the fact that the Chairman of the corporation and the Lead Pastor are the same role. Our current version could make it seem like they are two different roles, so we wanted to update the wording in an effort to eliminate confusion.
- B. On page 25 (Article I, Section 3) we made a substantive change to the Vice Chairman's position. Our current version says that the NCAG Superintendent is automatically the Vice Chairman of the church corporation. As we experienced a time of pastoral transition, we realized this provision created a difficult situation where there was not someone from our own assembly empowered to lead the corporation in the absence of the Pastor. We felt it was a good idea for the Board of Directors to choose someone to be ready to lead should the need suddenly arise.
- C. On page 25 (Article I, Section 4) we made a small change to some of the Secretary's duties to add that those duties should be performed in coordination with church staff, since several of those duties were already being performed by church staff.
- D. On page 26 (Article I, Section 5) we added a provision to detail how and when the Treasurer would be appointed by the Board of Directors. We also added a provision to ensure accountability of the finances in the event that the Treasurer is temporarily unable to perform his duties because of travel or vacation time.
- E. On page 27 (Article I, Section 6) we removed what was subsection d, detailing the Board's selection of a temporary Chairman, since the change to the Vice Chairman's position listed above removes the need for the subsection.
- F. On page 27 (Article I, Section 8) we added a line to clarify what happens if a person is elected to a second office while serving in one office.
- G. On page 28 (Article II, Section 1) we added wording to clarify the process for new pastoral candidates to be considered and who votes to accept a new pastor. This does not change the process at all, it just solidifies the process we currently use.

- H. On page 28 (Article II, Section 2) we added a provision that makes the position of Secretary subject to the same qualifications and term limits as a Board Member. With this change, we also removed what was subsection d, which detailed the separate term limits for Secretary.
- I. On page 29 (Article II, Section 4, subsection c) we added a provision that caps the number of consecutive years that a member may serve at seven years. With the addition of the previous change to the Secretary position, this ensures that no one serves on the Board for more than seven total consecutive years, regardless of the position or seat held. This provision allows for someone to fill the remaining term of a vacancy (for one year or less) and then go on to serve an additional two terms.
- J. On page 30 (Article II, Section 4, subsections g and h) we made multiple substantive changes that 1) prohibits staff members from serving on the Board and; 2) prevents close relatives of staff members (as defined) from serving on the Board. We included a provision to make sure these subsections would not affect those currently serving a term on the Board.
- K. On page 32, (Article III, Section 2) we added a requirement for membership that includes attending a membership class, which reflects current tradition.
- L. On page 35, (Article V, Section b) we changed the term “Office Administrator” to include any Board-approved staff.

If you have questions related to these changes, we encourage you to reach out to us ahead of the meeting so that we can clear up any confusion or misinformation about the proposed changes. We will have a thorough review of the proposed changes in the meeting as well, but it may help save time if we are able to answer incidental questions beforehand. We appreciate any and all feedback, questions, concerns, and comments.

Thank for you your continued dedication to our Assembly and the Kingdom of Christ!

Sincerely,

Jonathan Fletcher, Secretary
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