

THE CONSTITUTION  
And By-Laws

of the

**Oklahoma State Council**

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## **The Constitution of the Oklahoma State Council**

### **ARTICLE I**

#### **NAME**

Section 1 The name of this organization shall be "Oklahoma State Council of the Pentecostal Assemblies of the World, Inc."

### **ARTICLE II**

#### **PURPOSE AND OBJECT**

Section 1 The purpose and object of the non-profit organization is to foster fellowship Among the member churches; to propagate the gospel of Jesus Christ; to Perpetuate the great revival that began on the Day of Pentecost according to Acts 2:1-8, to establish and help maintain new churches; to expand the spiritual Awareness and effectiveness of the members; to provide a forum in which business, relevant to the success of the organization, can be carried on in an Orderly manner.

Section 2 This organization will adapt to a Parliamentary manner of business with Roberts's Rules of Order (Revised) being the guide except where it is in direct conflict with the scriptures.

### **ARTICLE III**

#### **MEMBERSHIP**

Section 1 Church membership shall be open to any church that teaches and adheres to the Apostolic Doctrine as expressed in the Bible and the Minute Book of the P.A. of W., Inc. and whose pastor is a member in good standing with the Council and P. A. of W., Inc.

Section 2 Individual membership shall be open to anyone whom has been baptized in water in the Name of Jesus, and baptized in the Holy Ghost with the initial evidence of speaking in other tongues as recorded in Acts 2.

Section 3 Each individual member must be in full fellowship with his/her local assembly in order to actively participate in the Council.

### **ARTICLE IV**

#### **OFFICERS**

Section 1 The officers of the Council shall be; Chairman, First Assistant, Second Assistant, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer.

Section 2 The officers shall be elected at the annual meeting and must be at least twenty-one (21) years of age.

Section 3 The term of office shall be for three (3) years and limited to not more than two (2) consecutive terms.

Section 4 The office of Chairman, First Assistant, and Second Assistant shall be open only to resident pastors who have been licensed by the P.A.W., Inc. for at least seven (7) years and ordained by the P.A.W., Inc. for at least four (4) years.

Section 5 The office of Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer s shall be open to any individual member who meets all other qualifications as spelled out in this constitution and by-law.

- Section 6 All officers must be active participants in their local assembly and in the Council.
- a. Active participant “shall be defined as in regular attendance at Meetings and giving full financial support as attested to by the financial records of the local assembly and /or the Council records.

Section 7 The office of Chairman shall be filled by one holding the rank no less than District Elder.

**ARTICLE V THE EXECUTIVE BOARD**

Section 1 The Executive Board of the Council shall consist of the Diocesan, Chairman, Suffragan Bishop, District Elders, First Vice-Chairman, Second Vice-Chairman, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer, and five (5) Lay Directors.

Section 3 The Executive Board may select five (5) pastors, active in the council, to sit with the Executive Board during the council session, with NO VOICE AND NO VOTE.

Section 4 The Oklahoma State Council shall send the Chairman as its delegate to the Pentecostal Assemblies of the World, Inc. summer and spring convention. The delegate shall take notes in the conference and auxiliary meetings attended, and shall prepare and present a delegate report at the next council session.

**ARTICLE VI REMOVAL OF OFFICE**

Section 1 Any individual officer who is found living in sin may, at the discretion of the Executive Board, be removed from office.

Section 2 Any individual officer who does not regularly support the Council with his/her attendance and finances may, at the discretion of the Executive Board, be removed from office.

Section 3 Any officer who fails to deport himself/herself ethically according to the moral, social and spiritual standards as contained in the Bible, sustained by the Pentecostal Assemblies of the World, Inc. and approved by the Oklahoma State Council, may be the discretion of the Board of Directors be removed from position or membership. (1988 P.A. of W. Minute Book page 46 Section 1 and 5 page 48 Section 23. Oklahoma State Constitution Article VII Section 1 and 2.)

**ARTICLE VII NOMINATIONS AND ELECTIONS**

Sections 1 The Executive Board as a whole or members selected by the Chairman shall serve as the Nominating and Screening Committee.

Section 2 Deleted October 1990.

Section 3 No nominations shall be accepted in the June Council.

Section 4 Ballots shall be prepared by the Council Secretary and a sample ballot placed in a conspicuous place at the location of the Annual Council at which the election is to take place.

Section 5 Election shall be by secret ballot (electronic or manual) vote of the membership. In cases where an eligible voter may have a handicap, which precludes them from voting, assistance may only be provided by a member of the Balloting Committee.

Section 6 The Chairman shall appoint a Balloting Committee during the annual council session of the election year. The Balloting committee shall not consist of more than one (1) member from any church(s) pastured by the same individual.

Section 7 The Nomination and Screening Committee shall function for all auxiliaries of the Council. All auxiliaries shall make their nominations in their respective Council Business Session in October, immediately prior to the Session when the election shall be held.

Section 8 A member to the Executive Board shall preside over the nomination for all auxiliaries. This should be the director of said auxiliary.

**ARTICLE VIII MEETINGS**

Section 1 The Council shall convene tri-annually during the months of April, June and October. The June Session, hereafter to be called the "Annual Session". It shall begin on the first Tuesday of said month and conclude on the following Saturday. All Annual Sessions will be held at the State Headquarters.

The April session shall be a meeting of the Executive Board on Thursday of the Missionary Convention from 10:00 a.m. to 4:00 p.m.

The October Session shall convene on the Wednesday of said month and conclude on the following Saturday in conjunction with the Fall Break of the Oklahoma State School system.

Section 2 All Annual Sessions elections of Council officers will be held at the state headquarters.

Section 3 Any Pastor of the Oklahoma State Council will be eligible to extend an invitation to host the October Council. This shall be determined at the proceeding October Session by invitation and by majority vote of its members present.

Section 4 The host church shall be responsible for providing adequate physical facilities to accommodate the Council. The host church must have facilities or rent facilities to seat no less that 1,000 people on Friday night of the Council (Bishop's night) if need be. The council is only obligated to give the host church the love offering described in this constitution.

## **THE BY-LAWS**

### **ARTICLE I**

#### **DUTIES OF OFFICERS**

- Section 1                   The Diocesan shall be the “spiritual” head of the Council and the Chief Liaison to the Pentecostal Assemblies of the World, Inc. He shall also sit with and have equal voice in the Executive Board. In ecclesiastical matters, his Decision shall be final unless appealed to the Pentecostal Assemblies of the World, Inc. He shall promote the spiritual interest of the Council.
- Section 2                   The Chairman shall be the chief operating officer of the Council. His duties shall consist of, but not necessarily limited to, presiding at all regular or special called meetings; to administrate the business of the Council; to appoint committees and any other generally accepted responsibilities of the Chairman.
- Section 3                   The First Assistant shall, in the absence of the Chairman, fulfill the duties of the Chairman. He shall assist the Chairman in any manner requested by the Chairman. He shall also chair the Program Committee.
- Section 4                   The Second Assistant shall, in the absence of the Chairman and First Assistant, fulfill the duties of the Chairman. In the absence of the First Assistant, the Second Assistant shall fulfill the responsibilities of the First Assistant.
- Section 5                   The Secretary shall record minutes of all Executive Board Meetings and Council Sessions. The Secretary shall receive all monies due the Council and turn same over to the Treasurer for paying all debts and maintaining records of the same. He/She shall be the official correspondent for the Council.
- Section 6                   The Assistant Secretary shall assist the Secretary in all secretarial responsibilities. In case of the absence or incapacitation of the secretary, the Assistant Secretary shall fulfill the responsibilities of the office of Secretary.
- Section 7                   The Treasurer shall be responsible for banding all monies received in an established account in the same of the Oklahoma State Council, Inc. The Treasurer shall maintain an accurate record of all receipts and disbursements and give a current report of the same at each session or called meetings. All monies are to be banked in the Council account within three (3) days of the conclusion of each session or day of receipt.
- Section 8                   The duty of the Assistant Treasurer shall be to assist the Treasurer in all the duties of that office and in the absence of the Treasurer, the Assistant Treasurer shall function as Treasurer.
- Section 9                   The Chaplain shall be responsible for opening all Council sessions which devotions.
- Section 10                  The Parliamentarian shall serve the Executive Board and the General Assembly. The duties and role of the Parliamentarian shall be purely advisory and consultative in nature. He is to be present in each Executive Board and General Assembly business meeting. He shall give advice to the Chair and to the members of the Executive Board and General Assembly when requested. It is the duty of the Parliamentarian to call the attention of the Chair, to any error in the proceedings that may affect the rights of any member, or may other wise do harm (as inconspicuously as possible.) The Parliamentarian shall be assigned a seat as near as possible to the

Chair. The Parliamentarian shall be appointed from the Executive Board. His time of appointment and tenure of office shall be the same as that of the Council officer. In as much as Parliamentary Law gives to the Chair alone the power to rule on question of order, or to answer parliamentary inquiries; after the Parliamentarian has expressed an opinion on a point, the Chair has the duty to make the final ruling and in doing so has the right to follow the advice of the Parliamentarian or disregard it.

**ARTICLE II**

**MEMBERSHIP**

- Section 1                   The voting membership of the Oklahoma State Council of the P.A. W., Inc. shall be 16 years of age or older and be limited to active members only.
- Section 2                   The active member is defined as one who has been in attendance and paid all registration and PAW National Fees for the preceding year.
- Section 3                   If, for any reasons beyond the control of a member, he/she is not able to be in attendance at a particular session, he/she may, by paying the dues for the session missed, remain active.
- Section 4                   Any individual under restriction by his local assembly of the P.A. of W., Inc. shall automatically be restricted in the Council.

**ARTICLE III**

**DUTIES OF EXECUTIVE BOARD AND STANDING COMMITTEES**

- Section 1                   The Executive Board shall meet at each session prior to the general business session and formulate recommendations to be submitted for consideration by the general membership of the Council.
- Section 2                   A quorum for the Executive Board shall consist of seven (7) members which must include Diocesan, Chairman, and First Assistant Chairman which shall be a Suffragan Bishop/District Elder.
- Section 3                   The Executive board shall be the highest court of appeal within the Council for all grievances or doctrinal disputes.
- Section 4                   The following shall be appointed by the Chairman and considered to be standing committees: Program; Grievance; Auditing; Ordination and Credential; Resolution; and Finance.
- Section 5                   The Program Committee shall be responsible for planning the complete Program for each session, and submitting same to the Chairman and the Diocesan at least 60 days in advance of session for which plans are applicable for the approval of the Diocesan. The Program Chairperson must give the approved program to the Council Secretary at least 50 days in advance of the session for which plans are applicable. This is to include all auxiliary's convention programs.
- Section 6                   The Grievance Committee shall hear any grievance brought to the Council and submit a report, if applicable, during the business session.
- Section 7                   The Auditing Committee shall be responsible for reviewing and auditing the books of the Council and all its auxiliaries during each session. A report shall be given during the business session.
- Section 8                   The Ordination and Credential Committee shall be responsible for: interviewing all new applicants for official credentials with the Council and/ or the Pentecostal Assemblies of the World, Inc.; giving appropriate examinations and

attest to the results of same; recommending approval or dismissing a report each Council session. The Ordination and Credential Committee shall assist in the Ordination Service.

Section 9 The Resolution Committee is responsible for: developing resolutions to be submitted to the Council; reviewing resolutions submitted by the general membership to determine if they should be considered in the business session; to submit a report at each session. All resolutions must be submitted in writing to the Council Secretary or the Chairman of the Resolution Committee on the first day of the Council Session in which it is to be considered.

Section 10 The Finance Committee shall be responsible for the following: (1) projecting Financial plans for the Council and (2) developing a Council Budget.

Section 11 The Chairman shall appoint, with Council approval, any special committees deemed necessary.

#### **ARTICLE IV AUXILIARIES**

Section 1 The auxiliaries of the Council shall consist of the following: Christian Education, Missionary, Young Peoples, Ministers and Deacons Wives and Evangelist. And any others the Council may deem necessary.

Section 2 Each Auxiliary shall be governed by its own constitution and by-laws which shall be consistent with any subservient to the Council's constitution and by-laws. Amendments to the Constitution and By-Laws of any auxiliary must receive the final approval of the Executive Board.

Section 3 Each auxiliary shall be allotted time at each session as designated by the Executive Board.

Section 4 Each auxiliary shall fulfill all financial responsibilities assessed by the Council.

Section 5 An auxiliary chairperson may obtain an audience with the Executive Board by either oral or written request to their Director or the Council Chairman

Section 6 Each auxiliary shall submit their financial record for audit on the first day of the Council Session.

Section 7 Each auxiliary chairperson shall submit to their Director a draft of there proposed program sixty (60) days in advance of the session, and the Director shall submit the proposed program to the Program Chairman for approval. At any time this requirement is not met, the Council Chairman may request that the Program Committee of the Council prepare a program for the auxiliary.

Section 8 Any special session (s) planned by an auxiliary shall, of necessity, receive advanced approval from same from the Executive Board. Programs for any special session shall meet the requirements of Article IV, Section 7 of these By-laws.

Section 9 It shall be the responsibility of each auxiliary chairperson to promote only Doctrine that is consistent with that propagated by the Pentecostal Assemblies of the World, Inc. Any auxiliary chairperson found personally teaching or



permitting to be taught doctrine contrary to that, which is officially supported by they Pentecostal Assemblies of the World, Inc. may, at the discretion of the Executive Board, be removed from office.

- Section 10 Any auxiliary chairperson accused of misconduct shall have the right of a Hearing before the Executive Board by written or oral request to the Council Secretary
- Section 11 The term of office for a department director shall be the same as and concurrent with that of the elected officers of the Council. Furthermore, that each auxiliary be permitted to request any member of the Board of Directors as their Director and consideration be given to their request. Where more than one auxiliary has requested the same individual, the director shall be appointed by the Executive Board.
- Section 12 Any auxiliary may use up to 75% (up to the allotted amount for a delegate) of its treasure to send its delegate to the national convention. Any other expenses of that delegate would be supplemented by his/her own funds.
- Section 13 The Church Extension Auxiliary shall review the Adam's Kingdom Building Fund Grant request for grants. The request must be filled out and signed prior to the beginning of the council session. The Church Extension staff shall review their results with the Executive Board on Wednesday during the Executive Board Session for approval.

#### **ARTICLE V**

#### **DUES, ASSESSMENTS, OFFICERING, AND DISBURSEMENTS**

- Section 1 Each council member should be in regular attendance at meetings and should give full financial support to the council as attested to by council records.
- Section 2 Oklahoma State Council Registration/Membership fees to reflect the new fees to be effective in the June 2008 Council Session. (Flat Rate Registration)
- Section 3 Church's Session dues shall be as follows: Report Money \$25.00; National Pentecostal Assemblies of the World, Inc. assessment required fee per member per year. Extension Funds \$60.00 per year.
- Section 3A The auxiliary report monies shall be \$10.00 on the church reports.
- Section 4 All monies received by any auxiliary from conventions, fellowship meetings or other special fund raising sessions shall be assessed fifteen percent (15%) of the net receipts.
- Section 5 An offering shall be received during each Bible Class Session and shall be deposited in the General Treasury.
- Section 6 The offering shall be received during each evening session and be distributed as follows: Wednesday (including Ministerial Retreat) General Council treasury; Thursday Host Church; Friday Bishop's Honorarium. The Saturday Night offering will to the Oklahoma State Council Young People's Union.
- Section 7 Under no circumstances will host church be given an offering of less than one thousand dollars (\$1,000.00).
- Section 7A The auxiliaries shall give the host church no less than \$400.00 per night for all conventions and other services.

- Section 8 The Chairman shall be given a love offering of two hundred and fifty dollars (\$250.00) for each Council Session he/she attends.
- Section 8A The first vice-chairperson shall be given a love offering of \$125.00 (one hundred and twenty-five dollars) for each Council Session he/she attends. The second vice-chairperson shall be given a love offering of \$62.50 (sixty-two dollars and fifty cents) for each Council Session he/she attends.
- Section 9 The Secretary and Treasurer shall each be given a love offering of two hundred dollars (\$200.00) for each Council Session he/she attends.
- Section 9A The assistant secretary and the assistant treasurer shall be given a love offering of \$100.00 (one hundred dollars) for each Council Session he/she attends.
- Section 10 The Registrar shall be given a love offering of one hundred and fifty dollars (\$150.00) for each Council Session he/she attends.
- Section 11 The pre diem to reflect the following amounts:  
Council Chairman \$100 per day,  
Secretary \$100.00 per day,  
Treasurer \$100.00 per day,  
First Vice-Chairman \$50 per day  
Second Vice-Chairman \$50 per day  
Parliamentarian \$50 per day  
Assistant Secretary \$50 per day  
Assistant Treasurer \$50 per day  
Registrar \$50 per day
- Section 12 All officers shall be reimbursed for mileage at a rate of the IRS mileage for business use, for attendance at all sessions. This per diem will be paid for one round trip to and from their home. This will only be paid to non-residents of the city in which the council is being held.
- Section 13 All disbursements shall be made by check and/or voucher and all receipts retained by the Treasurer.
- Section 14 All checking accounts shall be set up to include two of three signatures, namely to include the Chairman and the Secretary or the Treasurer. This section shall apply to all auxiliaries.
- Section 15 All dues and assessments by any auxiliary shall be first approved by the Executive Board.
- Section 16 The Oklahoma State Council shall open bank accounts in whichever cities it deems necessary to run the business of the council.
- Section 17 The District Elders/Suffragan Bishops shall receive reimbursement at mileage allowance to reflect the IRS mileage rate for business use, mile for travel to and from the council. This per diem will be paid for one round trip to and from their home. This will only be paid to non-residents of the city in which the council is being held.
- Section 19 A freeze shall be put on the General Body Treasure funds at a minimum of \$10,000 (ten thousand dollars) in dealing with the granting of new loans.

Section 20                   The auxiliary delegate of the auxiliary shall receive the following per diem for the number of days in, which their auxiliary meets during the National Convention. Room \$100.00 per night, meals \$40.00 per day, travel shall be in compliance with the IRS suggested reimbursement per mile or plane fair. The plane fair will paid at the rate of which ever is smaller, the ticket of the price of the ticket at a thirty (30) day advance booking, to be determined by a local travel agent. The total funds must not exceed 75% of the auxiliaries' total funds.

**ARTICLE VI                   VACANCY OF OFFICE**

Section 1                   In case of a vacancy in the office of Chairman, Secretary, or Treasurer, the assistant (highest ranking where applicable) shall be elevated to the higher office to which he/she is the assistant.

Section 2                   In case of vacancy of an assistant's office, the Executive Board shall fill said vacancy, and at the approval of the members of the General Body of the Oklahoma State Council. This will be done at the first session of the Council following the vacancy.

Section 3                   A District Elder/Suffragan Bishop vacancy shall be filled by appointment by the Diocesan.

**ARTICLE VII   AMENDMENTS**

Section 1                   This constitution and by-laws may be amended at any session by a two-thirds majority of the general membership present if previous notice in writing has been given to each member church.

Section 2                   Any proposed amendments must be in writing, signed by a member and in the hands of the Council Secretary before the call to order of the session prior to the one it is be considered.

**Oklahoma State Council Districts**

The Oklahoma State Council shall have 5 district. The districts shall be known as District Number 1, District Number 2, District Number 3, District Number 4, and District Number 5.