

~CONSTITUTION AND BYLAWS~
of the
COLORADO STATE COUNCIL
of the
PENTECOSTAL ASSEMBLIES OF THE WORLD, INC.

PREAMBLE

As the clergy, missionaries, workers and saints of the COLORADO STATE COUNCIL continually move higher in our great work for God, we will unceasingly (1) strive to advocate and legislate, and (2) implement activities and events to reflect a greater evangelistic and perfecting effort in the building of God's Kingdom.

This Constitution and Bylaws of the Colorado State Council are set forth for the efficiency of the organization and permanent establishment of God's people to successfully carry on the Gospel work and conduct their business affairs.

ARTICLE I
NAME AND PURPOSE

Section 1 The name of this Council is the Colorado State Council (CSC) of the Pentecostal Assemblies of the World, Incorporated (PAW, Inc.), and is known as the 61st Episcopal District of the PAW, Inc.; hereinafter referred to as CSC.

Section 2 This council is affiliated with, and subject to the Pentecostal Assemblies of the World, Inc.

Section 3 All council actions must be in accordance with the general rules and guidelines of the Pentecostal Assemblies of the World, Inc.

Section 4 The purpose of this organization is as follows:

- a. Spread the doctrine of Jesus Christ throughout the State of Colorado.
- b. Foster and encourage domestic and foreign missions.
- c. Organize churches and conferences, to assist churches in establishing educational institutions, hospitals, and homes for the aged, consistent with its doctrine.
- d. Have authority to purchase, own, manage, remodel, and dispose of property.

- e. Set standards for the churches and ministries affiliated with the Colorado State Council, and regulate the condition of said entities.
- f. Regulate admission and dismissal of churches and ministries.

ARTICLE II COUNCIL MEMBERSHIP

Section 1 Membership in the Colorado State Council will be open to:

- a. Any person who has been baptized in the Name of Jesus Christ and filled with the Holy Ghost according to Acts 2:4, 38-39 and is a member in good standing within any church in good standing within the Colorado State Council.
- b. Any person who is a member in good standing of any church in good standing within the Colorado State Council.

Section 2 The Executive Steering Committee will determine fees for membership in the Colorado State Council.

Section 3 A new church's application for membership in the Colorado State Council will be considered for affiliation on the following basis:

- a. That they teach and practice the doctrine on membership as defined by the Pentecostal Assemblies of the World, Inc. (PAW, Inc.).
- b. That they have a pastor who is licensed by the PAW, Inc.
- c. That they will participate with the International Convention of the PAW, Inc. through a system of delegates.
- d. That the church agrees to adhere to the fees prescribed by the Colorado State Council Executive Steering Committee.
- e. Membership may be terminated by either the Pastor or church governing body, or PAW, Inc. and the Colorado State Council Executive Steering Committee for causes stated in the PAW, Inc. bylaws after due process.

Section 4 Each church has a fiduciary responsibility to submit a report (on the designated Council Church Report form) at each Council session stating the church's census (membership gains/losses). Funds reflecting each church's financial obligation to the Council are to accompany said report. (For assistance determining the church's financial responsibility, visit us online at www.coloradostatecouncil.org— go to official forms/church report).

**ARTICLE III
COUNCIL SESSIONS**

- Section 1** The Council will convene on the third Thursday in the months of February, June, and September.
- Section 2** Meetings will convene Thursday through Saturday of each Council session.

**ARTICLE IV
PARLIAMENTARY AUTHORITY**

- Section 1** The parliamentary authority is the Robert's Rules of Order.
- Section 2** The Council will not be under the authority of the Robert's Rules of Order if the rule is in conflict with Scripture, Constitution and Bylaws, or special rules of order of the Colorado State Council.

**ARTICLE V
QUORUM**

A majority of the members will constitute a quorum in any meeting. When voting upon legislative items, a quorum will include at least two-thirds of the delegates, representatives or their alternate.

**ARTICLE VI
METHOD OF AMENDING**

- Section 1** The provision of the Constitution and Bylaws of the Colorado State Council may be either repealed or amended by the following procedure: (1) Notice of motion must be presented to the previous General Council Assembly prior to the actual vote on the motion and (2) A two-thirds majority vote is needed for a motion to be adopted.
- Section 2** Rules can neither be suspended nor changed by any vote without following the above procedure.
- Section 3** No motions, rules, or regulations will be enacted that conflict with the Scriptures, the Colorado State Council's Constitution and Bylaws, or with the rules or regulations of the Pentecostal Assemblies of the World, Inc.

ARTICLE VII
OFFICIALS of the COLORADO STATE COUNCIL

Section 1 Consistent with the Pentecostal Assemblies of the World, Inc., the duly elected Bishop of the Diocese is the Executive Head of the Colorado State Council.

Section 2 The Executive Steering Committee of the Colorado State Council will consist of the Diocesan Bishop, Suffragan Bishops, District Elders, Council Chairman, Vice Chairman, General Secretary, Assistant General Secretary, General Treasurer, Assistant General Treasurer.

- a. The Diocesan Bishop will appoint Suffragan Bishops, District Elders, and Auxiliary Directors.
- b. At the discretion of the Diocesan Bishop, he may appoint an Administrative Assistant and an Executive Administrative Secretary. The Diocesan Bishop also will determine, at his discretion, the duties of the Administrative Assistant and the Executive Administrative Secretary.
- c. Elected General Body officers will consist of the following: Council Chairman, Vice Chairman, General Secretary, Assistant General Secretary, General Treasurer, and Assistant General Treasurer.
- d. To be eligible for nomination, a candidate must:
 1. Have been baptized in the Name of Jesus Christ and filled with the Holy Ghost according to Acts 2:4, 38-39 and is a member in good standing within their church and the Colorado State Council.
 2. Have attended and supported their local church, which is a member of the CSC, for at least three (3) years.
(The Nomination Committee may request a letter of recommendation).
- e. Officers will be elected by majority vote for a period of three years, except those specifically designated as being appointed by the Executive Steering Committee.
- f. An elected officer's tenure of office will be limited to two consecutive three-year terms. After they have been out of office for one three-year term, then they will be eligible for re-election.
- g. All General Body office vacancies occurring between terms will be filled by the Executive Steering Committee members. (Refer to Article VIII—Sections 12(c), 14(o), 16(b), and 20(d)).
- h. Officers will be nominated at the February Council of the election year. Names will be submitted to the Nomination Committee for verification of eligibility. The Nomination Committee will give their report to the Chairman one month prior to the June Council.

- i. Officers will be elected by a majority vote conducted by secret ballot, unless another method of election is designated.
- j. Only registered members are allowed to vote.

ARTICLE VIII
QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS

Section 1 Spiritual qualifications of the officers of the Colorado State Council will be consistent with the basic principles of holiness—baptized in Jesus Name and filled with the Holy Ghost—for at least three (3) years. Spiritual preparation will endow one with God’s wisdom, which will confound the wise of this world.

Section 2 Academic knowledge for a desired position is required; academic requirements are as follows:

- a. A high school diploma or GED, as the minimum requirement
- b. A working knowledge of parliamentary procedures
- c. Good communication skills and an ability to interact with a diverse population

Section 3 The Qualifications of Suffragan Bishops and District Elders are as follows:

- a. Blameless
- b. Of good behavior
- c. Not a novice
- d. One who leads or administrates according to I Timothy 5:17 and Titus 1:6
- e. Must be an ordained minister
- f. Must have been in good standing with the PAW, Inc. for at least three years
- g. Must have been a 100% financial supporting member of the PAW, Inc. for at least three years (credentials and church documentation must be current)
- h. Appointed clerical titles for female clergy:
 - 1. The title of District Elder may be given to the female clergy of the Colorado State Council, in which they may be elevated at the discretion of the Diocesan Bishop. (*2010 PAW, Inc. Minute Book*, Section 9, page 59)
 - 2. Effective January 2010, the Diocesan Bishop [sic] may exercise his [sic] right to consider, appoint, and promote qualified female clergy without

restraint into the office of Suffragan Bishop. (2015 PAW, Inc. Minute Book, Apostolic Manifesto, Critical Issues, page 39)

The Responsibilities of the Suffragan Bishops

- Section 4** The Suffragan Bishop is an appointed position and receives any and all authority from the Diocesan Bishop.
- a. The Suffragan Bishop will assist the Diocesan Bishop in the performance of the Diocesan's assigned duties as directed.
 - b. In the absence of the Diocesan Bishop, the Senior Suffragan Bishop or Senior District Elder, or the Bishop's designee who is one of the other Suffragan Bishops or District Elders, will represent him.
 - c. When a Diocesan Bishop, because of sickness, senility, or any other cause becomes incapable of performing his duties, the Senior Suffragan Bishop or Senior District Elder, or the Bishop's designee who shall be one of the other Suffragan Bishops or District Elders, will act in his place.

The Authority of the Suffragan Bishop

- Section 5** The Suffragan Bishop will answer to the Diocesan Bishop and will not assume or presume to act unless specifically directed to do so by the Diocesan Bishop; and will not operate outside the stated laws for said office.

The Responsibilities of the District Elders

- Section 6** The Diocesan Bishop appoints District Elders. The District Elder's purpose is to serve as an assistant to the Diocesan Bishop in the absence of the Suffragan Bishop.
- a. The District Elder will meet with pastors in their jurisdiction collectively or separately, at their discretion.
 - b. The District Elder will assist each pastor in his/her jurisdiction upon that pastor's request.
 - c. The District Elder will respond to all membership requests after notifying the pastor of that local assembly.
 - d. For all concerns and issues brought to the District Elder for consideration, resolutions will be documented in writing, and copies of the documentation will be forwarded to the regional Suffragan Bishop, in a timely manner after the initial contact.

- e. The District Elder will refer all extreme concerns and issues to the regional Suffragan Bishop for counsel and resolution. Extreme issues are defined as: pastoral, church, moral, finance, and administration that reaches beyond the District Elder's scope of authority.
- f. Pastors retain the privilege of determining if resolution has been reached to their satisfaction and that of their congregation. If a resolution has not been achieved, it is the pastor's right to request the District Elder to contact the Diocesan Bishop in writing.
- g. The District Elder is expected to attend all council sessions or send notification to his/her Regional Suffragan Bishop as to the reason of their absence.

The Authority of the District Elder

Section 7 The District Elder reports to his/her regional Suffragan Bishop.

Council Chairman

Section 8 Under the guidance of the Diocesan Bishop, the Council Chairman will administer the operation of this Council.

Section 9 The qualifications of the Chairman are as follows:

- a. Have a basic knowledge of parliamentary law and of the Council Bylaws
- b. Have the ability to remain impartial—not using their influence in a prejudicial manner, which would render the process ineffective

Section 10 The duties of the Chairman are as follows:

- a. Preside over all regular meetings as well as call meetings
- b. See that all meetings are conducted according to the Colorado State Council's Constitution and Bylaws
- c. Call emergency meetings of the Executive Steering Committee when necessary or when requested by the majority of the Executive Steering Committee members
- d. Appoint the Sergeant-at-Arms
- e. Appoint all committees
- f. Be an ex-officio member of each committee, with the exception of the Nomination Committee

Vice Chairman

- Section 11** The qualifications of the Vice Chairman are as follows:
- a. Have a basic knowledge of parliamentary law and of the Council Bylaws
 - b. Have the ability to remain impartial—not using their influence in a prejudicial manner, which would render the process ineffective

- Section 12** The duties of the Vice Chairman are as follows:
- a. Assist the Chairman as needed
 - b. Preside in the absence of the Chairman; however, he/she cannot change established rules
 - c. Become Chairman of this Council automatically, should the Chairman be unable to function in office

General Secretary

- Section 13** The qualifications of the General Secretary are as follows:
- a. Have a working knowledge of a word processing program such as MS Word, or Microsoft Project, etc.
 - b. Have a working knowledge of a spreadsheet program such as MS Excel, etc.
 - c. Have a working knowledge of a database program such as MS Access, etc.
 - d. Have an advanced working knowledge of computer literacy—working with various Web-based programs

- Section 14** The duties of the General Secretary are as follows:
- a. Keep an accurate written record of the Council’s business (minutes)
 - b. Call the roll when necessary
 - c. Notify members who have been appointed to committees
 - d. Have an accessible copy of the Council Constitution and Bylaws, roster, both current and past minutes, and current committees at each Council session

- e. Have an accessible copy, at every Council session, of the current PAW, Inc. Minute Book, Robert's Rules of Order, and any other necessary manuals or documents used by the Council
- f. Assist the Chairman in the preparation of each agenda
- g. Keep an accurate record and account of all monies received and dispersed by the Council
- h. Keep a record of all funds that the Treasurer deposited in the name of the Council
- i. Obtain prior approval from the Treasurer to purchase necessary supplies and to present receipts to the Treasurer for reimbursement
- j. Send a statement of all activities to the Diocesan Bishop at the close of each Council session
- k. Appoint and supervise assistants as needed at each Council session
- l. Provide the presiding officers with any data, documents, and stationery he/she may need, and an agenda for each session
- m. Coordinate and prepare the total program for each Council session after obtaining a program schedule from each Auxiliary Leader
- n. Send condolences from the Council to the family of any deceased individual, upon notification made to the CSC General Secretary
- o. Call meetings to order and appoint someone to act as Chairman pro-tem, in the absence of the Chairman and Vice Chairman

Assistant General Secretary

Section 15 The qualifications of the Assistant General Secretary are as follows:

- a. Have a working knowledge of a word processing program such as MS Word, or Microsoft Project, etc.
- b. Have a working knowledge of a spreadsheet program such as MS Excel, etc.
- c. Have a working knowledge of a database program such as MS Access, etc.
- d. Have an advanced working knowledge of computer literacy—working with various Web-based programs

- Section 16** The duties of the Assistant General Secretary are as follows:
- a. Assist the General Secretary as needed
 - b. Perform secretarial duties in the absence of the General Secretary
 - c. Fill automatically the General Secretary position, should the General Secretary be unable to function in office

General Treasurer

Section 17 The General Treasurer will be the custodian of the funds of the Colorado State Council. They will keep the financial records current at all times. Mandatory bonding is required for the office of General Treasurer within 60 days of being elected to the office. The CSC will defray the expenses of bonding.

- Section 18** The qualifications of the General Treasurer are as follows:
- a. Have a working knowledge of accounting principles
 - b. Have a working knowledge of a spreadsheet program such as MS Excel, etc.
 - c. Have a working knowledge of an accounting program such as Quicken, or QuickBooks, etc.
 - d. Have an advanced working knowledge of computer literacy working with various Web-based programs

- Section 19** The duties of the General Treasurer are as follows:
- a. Serve as Chairman of the Finance Committee
 - b. Sign all checks, along with another authorized signer such as the Diocesan Bishop or the Council Chairman
 - c. Keep accurate and current records showing all receipts and disbursements
 - d. Have all records ready for audit upon request
 - e. Provide an itemized financial statement during each Colorado State Council business meeting to registered members
 - f. Provide an itemized financial statement to each respective Auxiliary Treasurer
 - g. Pay all current bills with the authorization of the Diocesan Bishop or Council Chairman

- h. Deposit all Council funds in banks designated by the Executive Steering Committee
- i. Maintain all accounts in the name of the Colorado State Council
- j. Deposit all monies received and to send a duplicate deposit slip to the General Secretary within ten (10) days after each Council session concludes

Assistant General Treasurer

Section 20 The qualifications of the Assistant General Treasurer are as follows:

- a. Have a working knowledge of accounting principles
- b. Have a working knowledge of a spreadsheet program such as MS Excel, etc.
- c. Have a working knowledge of an accounting program such as Quicken, or QuickBooks, etc.

Section 21 The duties of the Assistant General Treasurer are as follows:

- a. Bonded within 60 days after elected to the office [*This is mandatory*; the CSC will defray the expenses of bonding]
- b. Assist the General Treasurer as needed
- c. Perform financial duties in the absence of the General Treasurer
- d. Sign all checks along with another authorized signer, such as the Diocesan Bishop or the Council Chairman, in the absence of the General Treasurer
- e. Fill automatically the General Treasurer position, should the General Treasurer be unable to function in office

Sergeant-at-Arms

Section 22 The Sergeant-at-Arms will keep order during the Council sessions.

Program Coordinator

Section 23 The Council Chairman will appoint the Program Coordinator, who will serve a time period at the discretion of the Council Chairman.

Section 24 Event planning experience is not required but is preferred.

- Section 25** The Program Coordinator will perform the following duties:
- a. Obtain the scheduled auxiliary program from each Auxiliary Leader
 - b. Coordinate the program for each Council session
 - c. Contact and confirm with all program participants not less than three months prior to the Council sessions
 - d. Assess the needs of each auxiliary for the successful completion of their program, such as equipment needed, set-up design, etc.
 - e. Assign rooms in agreement with the host church for all Council sessions
 - f. Ensure that the Council Chairman has reviewed and approved the Council program before publication
 - g. Monitor the program throughout the Council session

ARTICLE IX FINANCE COMMITTEE

- Section 1** The following officials will maintain the primary financial responsibilities:
- a. Chairman
 - b. Vice Chairman
 - c. General Secretary
 - d. General Treasurer
 - e. Assistant General Secretary
 - f. Assistant General Treasurer

- Section 2** Two officials must authorize and sign for all financial expenditures and withdrawals, which the General Treasurer must document.

ARTICLE X COMMITTEES

- Section 1** The Chairman will be empowered to appoint committees at all sessions, with the exception of those committees that the Diocesan Bishop appoints.

- Section 2** In each election year during the annual June session, the Chairman shall appoint

the following standing committees, which will serve at least one three-year term:

- a. Audit Committee
- b. Budget and Finance Committee
- c. Constitution and Bylaws Committee
- d. License and Credentials Committee
- e. Nomination Committee (should be appointed during the February session)
- f. Program Committee

Section 3 During the Council session, the Chairman will appoint the following committees:

- a. Resolution Committee
- b. Courtesy Committee
- c. Sergeant-At-Arms

Section 4 All standing committees are encouraged to set meeting times and a plan of action to accomplish their specified task.

Section 5 The License and Credentials Committee will be open for business each day of the Council.

DUTIES AND FUNCTIONS OF THE COMMITTEES

Audit Committee

Section 1 Each auxiliary will maintain a financial record available for auditing. This will be a standard Treasurer Record Book and will reflect receipts and expenditures item by item.

Section 2 At the annual June session, the General Body and all auxiliaries must submit all financial records to the Audit Committee.

Section 3 The Audit Committee will design, institute, and maintain seminars to instruct auxiliary treasurers.

Budget and Finance Committee

Section 1 This Committee will determine and define Council budget requirements.

Section 2 This Committee will determine and develop a system for obtaining funds to meet

those requirements.

Constitution and Bylaws Committee

- Section 1** The Constitution and Bylaws Committee will be responsible for reviewing and bringing to the attention of the Council all information needed to keep all legislation and rulings of this Body consistent, concise, and clear of duplication. The Committee will be responsible to point out and correct items that conflict at any given time.
- Section 2** This Committee will review the General Convention Minutes, as published in the *Pentecostal Assemblies of the World, Inc. (annual) Minute Book*, to update the Colorado State Council's Constitution and Bylaws as the Executive Steering Committee advises.

Courtesy Committee

This Committee will render any necessary service to delegates providing that they do not intrude upon the rights of the host church.

License and Credentials Committee

- Section 1** The License and Credentials Committee will examine candidates for Licenses or Credentials according to the established procedures.
- Section 2** The License and Credentials Committee will consist of persons willing and ready to serve at each Council session.
- a. This Committee will receive all applications for Fellowship Certificates, Licenses, and Ordinations; administer tests; and process all credentials for renewal.
 - b. The Committee Chairman must be knowledgeable of all laws of the Pentecostal Assemblies of the World, Inc. governing Fellowship Certificates, Licenses, and Ordinations.
 - c. This Committee will be governed by the current *Minute Book of the Pentecostal Assemblies of the World, Inc.* dealing with all credentials.
- Section 3** Ordinations are performed at the June Council session only; in case of emergency, exceptions will be made.

Nomination Committee

- Section 1** The Nomination Committee will be appointed during the February Council of the election year.
- Section 2** At the February Council, this committee will receive the names of all persons nominated for elected offices in the General Body.
- Section 3** It is the responsibility of this Committee to screen and verify that the persons nominated meet the qualifications of the office that they are seeking.
- Section 4** It is the responsibility of this Committee to send a letter informing the Pastor of a lay member's nomination for office.
- Section 5** The Pastor must return the signed letter to the Committee Chairman.
- Section 6** This committee will submit its final report to the Council Chairman one month prior to the annual June session.
- Section 7** It is the responsibility of this Committee to monitor the election process during the annual June session, whether it be secret ballot or counting votes from the floor.

Program Committee

The responsibilities of the Program Committee are as follows:

- a. Develop programming for the General Body sessions
- b. Contact presenters and speakers for each session
- c. Submit their program to the Program Coordinator at the prescribed time

Resolution Committee

The Council Chairman will appoint the Resolution Committee at each Council session. The duties are as follows:

- a. Prepare all resolutions, formatted for clarity
- b. Report and submit to the General Body, in writing, resolutions presented to the Committee

The Ordination Committee

- Section 1** The Ordination Committee will consist of ordained clergy willing and ready to serve at each Council session.
- Section 2** The Committee Chairman and all members of this committee must be ordained.
- Section 3** This committee will be governed by the current *Minute Book of the Pentecostal Assemblies of the World, Inc.*, and the Constitution and Bylaws of the Colorado State Council.

BYLAWS

of the
COLORADO STATE COUNCIL
of the
PENTECOSTAL ASSEMBLIES OF THE WORLD, INC.

FINANCIAL OBLIGATIONS OF CHURCHES

- Section 1** Council support will be derived from love offerings from local assemblies and auxiliaries of the Colorado State Council.
- Section 2** All churches of the Colorado State Council will submit a Church Report at each Council session—February, June, and September.
- Section 3** Each church in the Colorado State Council will be responsible at each session for:
- a. A love offering for the Bishop.
 - b. A Host Church offering not less than \$25.00.
 - c. The Colorado State Council assessment fee that the Executive Steering Committee mandates.
 - d. The Pentecostal Assemblies of the World Inc., assessment fee of ten dollars (\$10) per member, annually.
- Section 4** It is recommended that the Colorado State Council ask all member churches to subscribe to the PAW, Inc., International Sunday School literature.

RULES FOR GOVERNING CREDENTIALS

- Section 1** Persons desiring to hold credentials with this Body must be at least twenty-two years of age.
- Section 2** Persons must have the One Baptism as prescribed in Acts 2:4, 38; 10:44, 48; and 19:1-6; believe in preaching and teaching the same; and must have had the One Baptism for at least two years.
- Section 3** Persons must have worked as a faithful worker in their local assembly at least one year and must receive a written recommendation from the pastor of their assembly.
- Section 4** Persons must be able to conduct religious services acceptably.
- Section 5** Persons must be able to officiate at a marriage ceremony, funeral service, and the Lord's Supper.

PASTORS

- Section 1** To clarify the position of ministers coming into the Council, it is resolved that the minister must be licensed with the Pentecostal Assemblies of the World, Inc., before being installed as a pastor.
- Section 2** Any minister sent by the Council to fill a vacant pulpit requires a letter of authorization from the Council to present to the congregation.
- Section 3** A pastor requesting to be a member of the CSC must obtain a license with the PAW, Inc. prior to requesting membership in the CSC. Also, the pastor must turn in his license from the sister Apostolic organization to the CSC Diocesan Bishop and sit for one year under the Diocesan Bishop.

FELLOWSHIP CERTIFICATE

- Section 1** To be eligible for a Fellowship Certificate, the applicant must be baptized in Jesus Name and filled with the Holy Ghost for at least two (2) years. A candidate must pass the examination, of the following questions, which his or her pastor must sign.
- a. How long have you had the Baptism of the Holy Ghost?
 - b. When and where did you receive the Baptism of the Holy Ghost?
 - c. When and where were you baptized in Jesus Name?

- d. Do you attend church regularly?
- e. Do you pay your tithes?
- f. For what purpose are you applying for a Fellowship Certificate?

Section 2 The candidate is only eligible for a Fellowship Certificate if the above questions show an unblemished record.

LICENSE

Any person desiring to be licensed with this Body as a worker may obtain a license by complying with the following requirements:

- a. Must have the One Baptism as set forth
- b. Must believe in the same
- c. Must successfully complete the prescribed coursework of the Aenon Ministerial Introduction Course

ORDINATION

Section 1 All applicants for ordination with the PAW, Inc. must successfully complete the PAW, Inc. required Aenon Bible College (Aenon) Ordination Preparation Course.

Section 2 When a minister desires to transfer his/her license or ordination papers from a recognized creditable sister Apostolic organization, the minister may do so without taking the required Aenon Ministerial Introduction Course. However, if he/she is only licensed and desires later to be ordained, he/she must successfully complete the Aenon Ordination Preparation Course.

Section 3 If a minister desires to transfer his/her license or ordination papers from an organization that is not a recognized creditable Apostolic organization, the minister may do so after he/she has met the PAW, Inc. Aenon Course requirement, and all other requirements as stated in the *PAW, Inc. Minute Book*.

Section 4 The Diocesan Bishop will be the final judge of the Apostolic organization that has a long-standing recognized creditable history of service and ministry.

MISCELLANEOUS INFORMATION REGARDING CREDENTIALS

Section 1 Any minister, past the age of 65, who has been a member of the Pentecostal Assemblies of the World, Inc. [sic] for ten years or more and is in an indigent condition, his/her credentials shall be given free on the recommendation of his

bishop, and the Executive Steering Committee [sic] having passed on his/her indigence. (2015 PAW, Inc. Minute Book, Section 2, page 60)

Section 2 Ministers and evangelists who fail to renew their papers within three (3) months after the expiration of the same, without reasonable excuse, shall be notified of such delinquency. Upon failure to comply with the requirement, said ministers shall be regarded as out of fellowship. (2015 PAW, Inc. Minute Book, Section 3, page 60)

OFFICIALS

Section 1 In urgent situations and emergencies occurring when the Council is not in session, the Diocesan Bishop, Suffragan Bishops, District Elders, and Chairman are empowered to act on behalf of the Council, apprising the electorate of their decision when the Council convenes.

Section 2 The office of the General Secretary will have a petty cash fund in an amount determined by the CSC Audit Committee, which will review the necessary fund amount periodically. The Executive Steering Committee will approve the increased petty cash fund amount, if necessary.

HONORARIUMS

Honorariums will be given to the General Body officers each council. The Executive Steering Committee will determine the honorarium amounts. The CSC Audit Committee will review these amounts each June council.

ADDITIONAL RULES OF ORDER

Section 1 The pastor of each church will have the responsibility of obtaining tax exemption for his/her church.

Section 2 During all Councils, all auxiliary treasurers will complete respective treasury reports by the end of the Council session. One copy of the report will be forwarded to the General Treasurer and the General Secretary.

Section 3 Nominations for the election of officers must come from the floor during the February session of the election year.

Section 4 Travel reimbursements will be available for all General Body officers using the current Internal Revenue Service (IRS) approved mileage rate, or the rate determined by the CSC Audit Committee.

AUXILIARIES

Section 1 The word “auxiliary” is applicable to the following:

Christian Education Association	Missionary and Women’s
Health Professionals	Usher Board
Men’s Ministry	Young Peoples Union
Ministers’ Wives and Widows	

Section 2 All auxiliaries are lay auxiliaries. Anyone baptized in Jesus Name and has the in filling of the Holy Ghost as evidenced by speaking in tongues, and an active worker in their local church, and a Council member shall be eligible to hold office.

Section 3 All auxiliaries will have a Director.

Section 4 Obligations of auxiliaries to the Council are as follows:

- a. All auxiliaries are subject to the final authority of the Council.
- b. All auxiliaries will be governed according to the Constitution and Bylaws of the Colorado State Council.
- c. All auxiliaries must have their respective legislation approved by the Executive Steering Committee.
- d. All auxiliaries must pay a tithe (10 percent) of their income to the General Council.
- e. All auxiliaries will be responsible for their speakers’ honorariums from their own treasury.
- f. All auxiliaries must submit an approved budget to their designated Colorado State Council Executive Steering Committee member—Auxiliary Director.

Section 5 Election of all auxiliary officers will be conducted by secret ballot, unless another method such as standing vote or acclamation is designated.

- a. Officers will be elected by majority vote for a period of three years, except those specifically appointed by the auxiliary President.
- b. An elected officer’s tenure of office will be limited to (two) consecutive three-year terms. After they have been out of office for (one) three-year term, then they will be eligible for re-election.

Section 6 Only registered auxiliary members are allowed to vote in their respective auxiliary.

Section 7 Each auxiliary vice chairperson, assistant secretary, or assistant treasurer will automatically fill the respective position, should the chairperson, secretary, or treasurer be unable to function in office.

Section 8 All auxiliaries will meet during the designated CSC session as directed by the Executive Steering Committee.

CONSTITUTION AND BYLAWS
of the
COLORADO STATE COUNCIL
CHRISTIAN EDUCATION ASSOCIATION

ARTICLE I
NAME AND PURPOSE

- Section 1** The name of this auxiliary is “The Christian Education Association of the Colorado State Council,” hereinafter referred to as the CEA.
- Section 2** The purpose of this auxiliary is as follows:
- a. Promote the cause of Christ by fulfilling the Great Commission as recorded in Matthew 28:19
 - b. Promote better organization and teaching methods in Christian Education Departments throughout the Colorado State Council

ARTICLE II
MEMBERSHIP

- Section 1** All students of the Colorado State Council Christian Education Departments—Sunday Schools—are eligible to become members of the CEA.
- Section 2** An individual may become an active CEA member by paying a registration fee at each Council session.

ARTICLE III
QUALIFICATIONS, RESPONSIBILITIES AND AUTHORITY OF OFFICERS

- Section 1** The officers of this auxiliary are as follows:
- a. Superintendent
 - b. Assistant Superintendent
 - c. Secretary
 - d. Assistant Secretary
 - e. Treasurer

f. Assistant Treasurer

g. Chaplain

Section 2 Qualifications of Christian Education Association officers are as follows:

- a. All officers must be members of the Body of Christ, having been baptized in the Name of Jesus and filled with the Holy Ghost, according to Acts 2: 4, 38.
- b. The Superintendent and Assistant Superintendent must have been saved at least two years, must not be a novice, and must be active in his/her local Christian Education Department.
 1. He/she must be an excellent administrator with good interpersonal skills.
 2. He/she must be able to teach the Gospel of Jesus Christ.
- c. The Secretary and Assistant Secretary must have been saved at least two years and must be active in his/her local Christian Education Department.
 1. He/she must have knowledge of secretarial work and be capable to record accurate minutes of meetings.
 2. He/she must have computer skills.
- d. The Treasurer and Assistant Treasurer must have been saved at least two years.
 1. He/she must be active in their local church.
 2. He/she must have general math skills.
- e. The Chaplain must be saved according to Acts 2:4, 38 and be active in his/her home assembly.

Section 3 Should an officer's position become vacant, the Superintendent will submit a recommendation for replacement of the vacancy to the Director of the CEA.

Section 4 The duties of the CEA Superintendent are as follows:

- a. Preside over all auxiliary meetings
- b. Appoint all CEA standing and special committees
- c. Attend all Council sessions and attend International Conventions as a delegate
- d. Serve as an ex-officio member of all CEA committees
- e. Deliver the annual address to the CEA

Section 5 The duties of the CEA Assistant Superintendent are as follows:

- a. Assist the CEA Superintendent when needed
- b. Preside over meetings in the absence of the CEA Superintendent

Section 6 The duties of the CEA Secretary are as follows:

- a. Provide an agenda at every meeting for the presiding officers and members
- b. Record and maintain all minutes for the CEA
- c. Call for the Christian Education Report from each local church
- d. Keep an accurate financial report at all times
- e. Assist the CEA Assistant Superintendent with the publication of the program
- f. Record the approved CEA Constitution amendments in the minutes
- g. Mail announcements, electronically, of Council meetings and programs to all Colorado State Council Christian Education auxiliaries in the local churches
- h. Obtain prior approval from the Superintendent and the Treasurer to purchase necessary supplies and present receipts to the Treasurer for reimbursement

Section 7 The duties of the CEA Assistant Secretary are as follows:

- a. Assist the CEA Secretary when needed
- b. Perform secretarial duties in the absence of the CEA Secretary

Section 8 The duties of the CEA Treasurer are as follows:

- a. Receive, record, and deposit all funds with the CSC General Treasurer
- b. Disburse CEA funds as approved by the CEA Superintendent and/or Secretary (All disbursements will be made with two signatures, that of the Superintendent and the CEA Treasurer or Secretary)
- c. Keep an accurate account of all CEA finances
- d. Present CEA detailed financial records to the CSC Audit Committee at each June Council
- e. Pay all CEA bills

- f. Reconcile CEA financial reports with the office of the CSC General Treasurer at each Council
- g. Submit a budget for the following year to the CSC General Treasurer after obtaining approval from the CEA Superintendent and Auxiliary Director (This budget is due no later than two weeks following the September Council)

Section 9 The duties of the CEA Assistant Treasurer are as follows:

- a. Assist the CEA Treasurer when needed
- b. Perform financial duties in the absence of the CEA Treasurer

Section 10 The CEA Chaplain will conduct all devotional services at each CEA meeting.

ARTICLE IV NOMINATION AND ELECTION OF OFFICERS

Section 1 Nominations

- a. Nomination for offices of the CEA will be accepted during the February Council of an election year.
- b. Nominees for elected positions must have been saved for at least two years.
- c. All nominees must receive verbal or written approval from their Pastor.
- d. Candidates for respective offices will be presented at the June Council of an election year.

Section 2 Elections

- a. Officers are elected according to the Colorado State Council's Constitution and Bylaws. Election of officers will take place during the June Council of an election year.
- b. Tenure of office will be limited to three years, in accordance with the established CSC Constitution and Bylaws.
- c. Election of all auxiliary officers will be conducted by secret ballot, unless another method such as standing vote or acclamation is designated.
- d. The CSC Christian Education Association Executive Board will be empowered to fill any office vacancy arising between elections, with the approval of the Superintendent and Auxiliary Director.

**ARTICLE V
METHOD OF AMENDING CONSTITUTION**

The auxiliary's Constitution and Bylaws may be presented for amendment by a two-thirds (2/3rds) majority vote of registered CEA members present at the CSC June session, if:

- a. The auxiliary's Executive Board has approved the amendment for proposal.
- b. The CEA Secretary submitted a copy of the proposed amendment to the CSC General Secretary at least 30 days prior to the CSC June council session.

**BYLAWS
of the
COLORADO STATE COUNCIL
CHRISTIAN EDUCATION ASSOCIATION**

BOARDS

- Section 1** The CSC Christian Education Association Executive Board will consist of all elected officers of the Christian Education Association and the Auxiliary Director.
- Section 2** The CEA Presidential Cabinet will consist of all elected CEA officers, local church superintendents, and the Auxiliary Director.

COMMITTEES

- Section 1** A member may serve on any committee providing he/she has been baptized in the Name of Jesus and filled with the Holy Ghost for at least one year.
- Section 2** The CEA standing committees are as follows:
- a. Program Committee
 - b. Resolution Committee
 - c. Constitution and Bylaws Committee
 - d. Finance Committee

- e. Nomination Committee
- f. Hospitality Committee

DUTIES OF COMMITTEES

- Section 1** The CEA Program Committee will:
- a. Meet with the Superintendent at each CEA meeting.
 - b. Prepare the program.
 - c. Contact the participants for the program.
 - d. Submit the program to the CEA Secretary for publication.
- Section 2** The CEA Resolution Committee will:
- a. Meet at each CEA meeting.
 - b. Prepare all resolutions.
 - c. Report and submit resolutions in writing to the CEA membership.
- Section 3** The CEA Constitution and Bylaws Committee will:
- a. Review the Constitution and Bylaws annually.
 - b. Refer to Article V–Method of Amending Constitution.
- Section 4** The CEA Finance Committee will:
- a. Meet annually with the CEA officers.
 - b. Prepare a proposed budget for the next calendar year.
 - c. Propose ways and means of increasing CEA finances.
 - d. Include the CEA Treasurer as a member of this committee.
- Section 5** The CEA Nomination Committee will:
- a. Prepare voting ballots.
 - b. Contact nominees.

c. Contact the pastor of every nominee for approval.

Section 6 The CEA Hospitality Committee will recognize and assist all visitors.

FINANCIAL OBLIGATIONS

Section 1 Travel reimbursements will be available for the CEA Superintendent and the CEA Secretary using the current IRS-approved mileage rate, or the rate determined by the CSC Audit Committee.

Section 2 CEA will provide a love offering for the CEA Superintendent or his/her designee when attending International CEA Conventions (ICEA) and Regional Conferences.

CONSTITUTION AND BYLAWS
of the
COLORADO STATE COUNCIL
MEN’S MINISTRY AUXILIARY

ARTICLE I
NAME AND PURPOSE

Section 1 The name of this auxiliary is the “Colorado State Council Men’s Ministry Auxiliary,” hereinafter referred to as the MMA.

Section 2 The purpose of this auxiliary is as follows:

- a. Foster the spirit of brotherhood throughout the membership of the Colorado State Council (CSC)
- b. Assist the CSC in any profitable way to spread the Gospel of Christ more effectively
- c. Reach, educate, and motivate all the brothers of the Council both spiritually and naturally
- d. Assist in formulating men’s ministry groups in local churches throughout the CSC

ARTICLE II

MEMBERSHIP

Section 1 Membership may be obtained by any brother in good fellowship with his respective home assembly and the CSC.

Section 2 Members must pay a registration fee each CSC session as determined by the Executive Board of the auxiliary.

ARTICLE III
QUALIFICATIONS, RESPONSIBILITIES AND AUTHORITY OF OFFICERS

Section 1 The officers of this auxiliary are as follows:

- a. President
- b. Vice President

- c. Secretary
- d. Assistant Secretary
- e. Treasurer
- f. Assistant Treasurer
- g. Chaplain
- h. Sergeant-at-Arms

Section 2 Any brother is eligible to be an officer in this auxiliary as long as:

- a. He is saved according to Acts 2:4, 38 and has been saved for at least two years.
- b. He is in good fellowship with his home assembly and the CSC.

Section 3 The duties of the MMA President are as follows:

- a. Preside over all auxiliary sessions and board meetings
- b. Be an ex-officio member of all committees
- c. Deliver an annual address in the June session
- d. Appoint the MMA Chaplain
- e. Appoint MMA committees

Section 4 The duties of the MMA Vice President are as follows:

- a. Assist the MMA President when needed
- b. Preside over meetings in the absence of the MMA President

Section 5 The duties of the MMA Secretary are as follows:

- a. Record and maintain all minutes for the MMA and keep the MMA President informed of all proceedings with a copy thereof
- b. Prepare an agenda for the order of business for the MMA President and have a copy of the Constitution and Bylaws at all meetings
- c. Obtain prior approval from the MMA President and the MMA Treasurer to purchase necessary supplies and present receipts to the MMA Treasurer for

reimbursement

Section 6 The duties of the MMA Assistant Secretary are as follows:

- a. Assist the MMA Secretary when needed
- b. Perform secretarial duties in the absence of the MMA Secretary

Section 7 The duties of the MMA Treasurer are as follows:

- a. Record and deposit all funds of this auxiliary with the CSC General Treasurer
- b. Disburse funds as directed by the MMA President and/or Secretary (All disbursements will be made with two signatures, that of the MMA President and the MMA Treasurer or Secretary)
- c. Serve as Chairman of the MMA Budget Committee
- d. Present the auxiliary's detailed financial records to the CSC Audit Committee at each June Council
- e. Reconcile the auxiliary's financial reports with the office of the CSC General Treasurer at each CSC session
- f. Submit a budget for the following calendar year to the CSC General Treasurer after obtaining the approval from the MMA President and the MMA Auxiliary Director (This budget is due no later than two weeks following the September Council)

Section 8 The duties of the MMA Assistant Treasurer are as follows:

- a. Assist the MMA Treasurer when needed
- b. Perform financial duties in the absence of the MMA Treasurer

Section 9 The MMA Chaplain will conduct all devotional services at each meeting.

Section 10 The MMA Sergeant-at-Arms will keep order during this auxiliary's business sessions. He will use the *Robert's Rules of Order* when necessary.

ARTICLE IV NOMINATION AND ELECTION OF OFFICERS

Section 1 Officers will be elected according to the guidelines of the Colorado State Council Constitution and Bylaws.

- Section 2** All officers, except the MMA Chaplain and Sergeant-at-Arms, will be elected by a majority vote.
- Section 3** All nominees must have a home church that is in the CSC, and the nominees must be faithful in his home church.
- Section 4** All nominees must have their respective pastor's approval.
- Section 5** The CSC Men's Ministry Executive Board will be empowered to fill any vacant office arising between elections or appointments.
- Section 6** Election of all auxiliary officers will be conducted by secret ballot, unless another method such as standing vote or acclamation is designated.
- Section 7** Tenure of office will be limited to three years under the CSC Constitution and Bylaws.

**ARTICLE V
METHOD OF AMENDING CONSTITUTION**

This auxiliary's Constitution and Bylaws may be presented for amendment by a two-thirds [2/3rds] majority vote of registered MMA members present at the CSC June session, if:

- a. The MMA Executive Board has approved the amendment for proposal.
- b. The auxiliary Secretary submitted a copy of the proposed amendment to the CSC General Secretary at least 30 days prior to the CSC June council session.

**BYLAWS
of the
COLORADO STATE COUNCIL
MEN'S MINISTRY AUXILIARY**

BOARDS

- Section 1** The CSC Men's Ministry Auxiliary Executive Board will consist of all elected MMA officers and the MMA Auxiliary Director.
- Section 2** The MMA Presidential Cabinet will consist of all elected MMA officers, local church MMA presidents, and the MMA Auxiliary Director.

MEETINGS

- Section 1** The CSC Men's Ministry Auxiliary will meet during the designated CSC session as directed by the Executive Steering Committee.
- Section 2** During the auxiliary business sessions, the auxiliary members will evaluate progress and aid each other in producing effective programs that will benefit local Council churches.

COMMITTEES

- Section 1** The MMA President is empowered to appoint the following:
- a. Program Committee
 - b. Finance Committee
 - c. Travel Committee
- The MMA President will assign the duties and functions of these committees.
- Section 2** The auxiliary's Finance Committee will designate the amount of money to disburse from the treasury as a love offering for the MMA President and Secretary annually. This committee will consist of the MMA Travel Committee Chairman, Treasurer, and one appointed member.

ASSESSMENTS AND FINANCIAL OBLIGATIONS

- Section 1** This auxiliary is responsible for the travel expenses of the MMA President or his designee to the International Men's Ministry Auxiliary session during the PAW, Inc. Summer Convention.
- Section 2** The auxiliary will tithe (10 percent) of total receipts and also give a free-will offering to the CSC General Body.
- Section 3** A love offering for the delegate to attend the PAW, Inc., International Men's Ministry Convention will be received at each council and set aside specifically for that purpose.

CONSTITUTION AND BYLAWS
of the
COLORADO STATE COUNCIL
MISSIONARY and WOMEN’S AUXILIARY

ARTICLE I
NAME AND PURPOSE

- Section 1** The name of this auxiliary is the “Colorado State Council Missionary and Women’s Auxiliary,” hereinafter referred to as the MWA.
- Section 2** The purpose of the MWA is to promote the gospel and missionary work within the Colorado State Council, the United States, and foreign fields.

ARTICLE II
MEMBERSHIP

- Section 1** Any sister, who is in good standing with her respective home assembly and the Colorado State Council, may obtain membership.
- Section 2** Members must pay a registration fee as determined by the Executive Board of the Missionary and Women’s Auxiliary each Council session.

ARTICLE III
QUALIFICATIONS, RESPONSIBILITIES AND AUTHORITY OF OFFICERS

- Sections 1** The officers of this auxiliary are as follows:
- a. President
 - b. Vice President
 - c. Secretary
 - d. Assistant Secretary
 - e. Treasurer
 - f. Assistant Treasurer
 - g. Chaplain

Section 2 Any sister is eligible to be an officer in the Colorado State Council Missionary and Women's Auxiliary as long as:

- a. She is saved according to Acts 2:4, 38; and has been saved for at least two years.
- b. She is in good standing with her home assembly and the Council.

Section 3 The duties of the MWA President are as follows:

- a. Preside over all auxiliary meetings
- b. Fill any office vacancy arising between elections, with the approval of the CSC Auxiliary Director
- c. Appoint the MWA Chaplain, Parliamentarian, and the Christian Outlook Reporter
- d. Appoint MWA committees

Section 4 The duties of the MWA Vice President are as follows:

- a. Assist the MWA President when needed
- b. Preside over MWA meetings in the absence of the MWA President

Section 5 The duties of the MWA Secretary are as follows:

- a. Record and maintain all minutes for the MWA and keep the MWA President informed of all proceedings with a copy thereof
- b. Obtain prior approval from the MWA Treasurer to purchase necessary supplies, and to present receipts to the MWA Treasurer for reimbursement
- c. Provide a copy of the minutes to the membership annually

Section 6 The duties of the MWA Assistant Secretary are as follows:

- a. Assist the MWA Secretary when needed
- b. Perform secretarial duties in the absence of the MWA Secretary

Section 7 The duties of the MWA Treasurer are as follows:

- a. Receive, record, and deposit all funds of the auxiliary with the CSC General Treasurer

- b. Disburse funds as directed by the MWA President and/or Secretary (All disbursements will be made with two signatures, that of the MWA President and the MWA Treasurer or Secretary)
- c. Provide a MWA Treasurer's report to the auxiliary membership
- d. Present the auxiliary's detailed financial records to the CSC Audit Committee at each June council session
- e. Reconcile auxiliary financial reports with the office of the CSC General Treasurer at each council
- f. Submit a budget for the following year to the CSC General Treasurer after obtaining approval from the MWA President and Auxiliary Director (This budget is due no later than two weeks following the September Council)

Section 8 The duties of the MWA Assistant Treasurer are as follows:

- a. Assist the MWA Treasurer when needed
- b. Perform financial duties in the absence of the MWA Treasurer

Section 9 The duty of the MWA Chaplain is to conduct all devotional services.

ARTICLE IV NOMINATION AND ELECTION OF OFFICERS

Section 1 Officers are elected according to the guidelines of the Colorado State Council Constitution and Bylaws.

Section 2 The requirements of all nominees are as follows:

- a. Must have been saved for at least two years
- b. Must be in good fellowship with her local church and the CSC
- c. Must have her pastor's approval
- d. Must have a home church in the Colorado State Council and must be faithful in her local assembly
- e. Must have attended and supported her local Women's Auxiliary for at least two years

Section 3 Tenure of office will be limited to three years under the established CSC Constitution and Bylaws.

Section 4 Election of all auxiliary officers will be conducted by secret ballot, unless another method such as standing vote or acclamation is designated.

ARTICLE V METHOD OF AMENDING CONSTITUTION

The auxiliary's Constitution and Bylaws may be presented for amendment by a two-thirds (2/3rds) majority vote of registered MWA members present at the CSC June session, if:

- a. The MWA Executive Board has approved the amendment for proposal.
- b. The auxiliary Secretary submitted a copy of the proposed amendment to the CSC General Secretary at least 30 days prior to the June council session.

BYLAWS of the MISSIONARY AND WOMEN'S AUXILIARY

BOARDS

- Section 1** The CSC Missionary and Women's Auxiliary Executive Board will consist of all elected officers and the MWA Auxiliary Director.
- Section 2** The MWA Presidential Cabinet will consist of all elected MWA officers, local church MWA presidents, and the MWA Auxiliary Director.

COMMITTEES

- Section 1** The MWA standing committees are as follows:
- a. Program Committee
 - b. Finance Committee
 - c. Resolution Committee
 - d. Constitution and Bylaws Committee

The MWA President is empowered to appoint these committees.

Section 2 The President is empowered to appoint a Planning and Grievance Committee.

Section 3 The President is empowered to appoint as follows:

- a. Chaplain
- b. Parliamentarian
- c. Reporter for the Christian Outlook

ASSESSMENTS AND FINANCIAL OBLIGATIONS

Section 1 The auxiliary will tithe (10 percent) of total receipts to the CSC General Body.

Section 2 A love offering for the President will be received during each June council session.

Section 3 Travel reimbursements will be available for the MWA President and the MWA Secretary using the current IRS-approved mileage rate, or the rate determined by the CSC Audit Committee.

PARLIAMENTARY AUTHORITY

The Robert's Rules of Order is the parliamentary authority for the CSC Missionary and Women's Auxiliary, as long as they do not conflict with either the scriptures or the CSC.

CONSTITUTION AND BYLAWS
of the
COLORADO STATE COUNCIL
PENTECOSTAL YOUNG PEOPLE’S UNION

ARTICLE I
NAME AND PURPOSE

- Section 1** The name of this auxiliary is the “Colorado State Council Pentecostal Young People’s Union,” hereinafter referred to as PYPU.
- Section 2** The purpose of this auxiliary is to develop and promote a greater interest in the young people throughout the entire movement of the Colorado State Council for the cause of Christ.

ARTICLE II
MEMBERSHIP

- Section 1** Membership in this auxiliary will consist of:
- a. Members of the Colorado State Council who are under the age of 36.
 - b. CSC church members who are saved according to Acts 2:4, 38.
 - c. Any person who is a member of any church within the Colorado State Council.
 - d. Persons who are in good standing in his/her home church and with the CSC.
- Section 2** Each member must pay a registration fee as determined by the Executive Board of the Colorado State Council Young People’s Union, each Council session.
- Section 3** Cancellation of fellowship in one’s home church automatically annuls membership in this auxiliary.

ARTICLE III
QUALIFICATIONS, RESPONSIBILITIES AND AUTHORITY OF OFFICERS

- Section 1** The officers of this auxiliary are as follows:
- a. President
 - b. Vice President

- c. Secretary
- d. Assistant Secretary
- e. Treasurer
- f. Assistant Treasurer
- g. Chaplain

Section 2 Officers must have been saved for at least two years.

Section 3 The duties of the PYPU President are as follows:

- a. Preside over all PYPU auxiliary and Executive Board meetings
- b. Appoint designated PYPU department heads

Section 4 The duties of the PYPU Vice President are as follows:

- a. Assist the PYPU President when needed
- b. Preside over auxiliary meetings in the absence of the PYPU President

Section 5 The duties of the PYPU Secretary are as follows:

- a. Record and maintain the minutes for the PYPU
- b. Obtain prior approval from the PYPU President and the PYPU Treasurer to purchase necessary supplies
- c. Present receipts to the PYPU Treasurer for reimbursement
- d. Perform other duties as delegated to him/her

Section 6 The duties of the PYPU Assistant Secretary are as follows

- a. Assist the PYPU Secretary when needed
- b. Perform secretarial duties in the absence of the PYPU Secretary

Section 7 The duties of the PYPU Treasurer are as follows:

- a. Receive, record, and deposit all funds of the auxiliary with the CSC General Treasurer

- b. Disburse funds as directed by the YYPY President and/or Secretary (All disbursements will be made with two signatures, that of the YYPY President and YYPY Treasurer or Secretary)
- c. Provide a YYPY Treasurer’s report to the auxiliary membership at each meeting
- d. Present detailed auxiliary financial records to the CSC Audit Committee at each June Council session
- e. Reconcile auxiliary financial reports with the office of the CSC General Treasurer at each Council session
- f. Submit a YYPY budget for the following year to the CSC General Treasurer after obtaining approval from the YYPY President and Auxiliary Director (This budget is due no later than two weeks following the September Council)

Section 8 The duties of the YYPY Assistant Treasurer are as follows:

- a. Assist the YYPY Treasurer when needed
- b. Perform financial duties in the absence of the YYPY Treasurer

Section 9 The duty of the YYPY Chaplain is to conduct all devotional services.

ARTICLE IV NOMINATION AND ELECTION OF OFFICERS

Section 1 YYPY officers will be elected according to the guidelines of the Colorado State Council Constitution and Bylaws.

Section 2 The requirements of all nominees are as follows:

- a. Must have been saved for at least two years
- b. Must have their pastor’s approval
- c. Must have a home church in the Colorado State Council and must be faithful in his/her local assembly
- d. Must be under the age of 36

Section 3 Appointed or elected YYPY officers must not have reached their 36th birthday at the time of election.

Section 4 Only registered YYPY auxiliary members are eligible to serve in any of its

elective or appointive positions.

Section 5 Tenure of office will be limited to three years, under the established CSC Constitution and Bylaws.

Section 6 Election of all auxiliary officers will be conducted by secret ballot, unless another method such as standing vote or acclamation is designated.

Section 7 A vacancy occurring in any PYPU office will be filled for the unexpired term by a person appointed by a majority vote of the remaining Pentecostal Young People's Union Executive Board members.

ARTICLE V VOTING BODY

Only registered members of the auxiliary are eligible to vote.

ARTICLE VI METHOD OF AMENDING CONSTITUTION

The auxiliary's Constitution and Bylaws may be presented for amendment by a two-thirds (2/3rds) majority vote of registered members of the Pentecostal Young People's Union present at the CSC June session, if:

- a. The PYPUP Executive Board has approved the amendment for proposal.
- b. The auxiliary Secretary must submit a copy of the proposed amendment to the CSC General Secretary at least 30 days prior to the June council session.

BYLAWS
of the
COLORADO STATE COUNCIL
PENTECOSTAL YOUNG PEOPLE’S UNION

EXECUTIVE BOARD

- Section 1** The CSC Pentecostal Young People’s Union Executive Board will consist of all elected YYPU officers and the YYPU Auxiliary Director.
- Section 2** The Presidential Cabinet consists of all elected YYPU officers, local church YYPU presidents, and the YYPU Auxiliary Director.

DESIGNATED DEPARTMENTS

The President will appoint individuals to serve as administrators or leaders of the following designated departments:

- a. Evangelism
- b. Music
- c. Christian Education—Bible Bowl
- d. Publications

ASSESSMENT AND FINANCIAL OBLIGATIONS

- Section 1** A love offering for the President or his/her delegate to attend the PAW, Inc., YYPU Convention will be received at each Council and set aside specifically for that purpose.
- Section 2** Travel reimbursements will be available for the President and the Secretary using the current IRS-approved mileage rate, or the rate determined by the CSC Audit Committee.

CONSTITUTION AND BYLAWS
of the
COLORADO STATE COUNCIL
MINISTERS' WIVES and MINISTERS' WIDOWS AUXILIARY

ARTICLE I
NAME AND PURPOSE

- Section 1** The name of this auxiliary is the “Colorado State Council Ministers’ Wives and Ministers’ Widows Auxiliary,” hereinafter referred to as the MWMWA.
- Section 2** The purpose of this auxiliary is to offer help and instruction, and strive for fellowship to all Ministers’ Wives and Ministers’ Widows for their strength and encouragement.

ARTICLE II
MEMBERSHIP

- Section 1** Any saved woman, according to Acts 2:4, 38, whose husband holds a Colorado State Council fellowship certificate or license with the Pentecostal Assemblies of the World, Inc., is eligible for membership.
- Section 2** Members must pay a registration fee as determined by the Executive Board of the MWMWA each Council session.

ARTICLE III
QUALIFICATIONS, RESPONSIBILITIES AND AUTHORITY OF OFFICERS

- Sections 1** Officers of this Auxiliary are as follows:
- a. President
 - b. Vice President
 - c. Secretary
 - d. Assistant Secretary
 - e. Treasurer
 - f. Assistant Treasurer

g. Chaplain

h. Historian

Section 2 Officers must have been saved for at least two years.

Section 3 Officers must be in good standing at her home church.

Section 4 The duties of the President are as follows:

a. Preside at all meetings

b. Exercise such interim powers as delegated to her by the Auxiliary

c. Appoint the Historian

d. Appoint standing committees

e. Notify the Secretary of the International Ministers' Wives and Ministers' Widows Auxiliary of the death of a husband of a member, so that the widow may receive benefits from the IMWMA, if she is a member of this international organization, IMWMA of the PAW, Inc.

Section 5 The duties of the Vice President are as follows:

a. Assist the President when needed

b. Preside over the meetings in the absence of the President

Section 6 The duties of the Secretary are as follows:

a. Record and maintain all minutes for the MWMWA

b. Email notices of future meetings

c. Perform all duties ascribed to her by the President and the Auxiliary

d. Obtain prior approval from the Treasurer to purchase necessary supplies, and to present receipts to the Treasurer for reimbursement

Section 7 The duties of the Assistant Secretary are as follows:

a. Assist the Secretary when needed

b. Perform secretarial duties in the absence of the Secretary

Section 8 The duties of the Treasurer are as follows:

- a. Record and deposit all funds of the auxiliary with the CSC General Treasurer
- b. Disburse funds as directed by the President
- c. Present a financial report available upon request of the President
- d. Present the detailed auxiliary financial records to the Audit Committee at each June Council
- e. Reconcile auxiliary financial reports with the office of the CSC General Treasurer at each Council
- f. Submit a budget for the following year to the CSC General Treasurer after obtaining approval from the President and Auxiliary Director (This budget is due no later than two weeks following the September Council.)

Section 9 The duties of the Assistant Treasurer are as follows:

- a. Assist the Treasurer when needed
- b. Perform financial duties in the absence of the Treasurer

Section 10 The duty of the Chaplain is to conduct all devotional services.

Section 11 The duties of the Historian are as follows:

- a. Keep/record the precise history of the CSC MWMWA
- b. Maintain the responsibility for any publication concerning the same

ARTICLE IV NOMINATION AND ELECTION OF OFFICERS

Section 1 Officers are elected according to the guidelines of the Colorado State Council Constitution and Bylaws.

Section 2 All officers, except the Historian, are elected by a majority vote.

Section 3 The requirements of all nominees are as follows:

- a. Must have a home church in the Colorado State Council and faithful in her local assembly
- b. Must have been saved for at least two years

- c. Must be in good standing at her home church and with the CSC
- d. Must have her Pastor's approval

Section 4 The CSC Ministers' Wives and Ministers' Widows Executive Board is empowered to fill any office vacancy arising between elections.

Section 5 Election of all auxiliary officers is conducted by secret ballot, unless another method such as standing vote or acclamation is designated.

Section 6 Tenure of office is limited to three years, in accordance with the established CSC Constitution and Bylaws.

ARTICLE V METHOD OF AMENDING CONSTITUTION

The auxiliary's Constitution and Bylaws may be presented for amendment by a two-thirds (2/3rds) majority vote of registered auxiliary members present at the June Council if:

- a. The amendment has been approved for proposal by the auxiliary's Executive Board.
- b. The auxiliary Secretary has submitted a copy of the proposed amendment to the CSC General Secretary at least 30 days prior to the opening of the Council.

BYLAWS of the MINISTERS' WIVES AND MINISTERS' WIDOWS

BOARD

The CSC Ministers' Wives and Ministers' Widows Auxiliary Executive Board will consist of all elected officers and the Auxiliary Director.

FINANCIAL ASSESSMENT

Section 1 A financial assessment or registration fee is required of each auxiliary member at each Council.

Section 2 The President and the Secretary of the CSC Ministers' Wives and Ministers' Widows Auxiliary will receive a love offering annually.

CONSTITUTION AND BYLAWS
of the
COLORADO STATE COUNCIL
USHER BOARD

ARTICLE I
NAME AND PURPOSE

Section 1 The name of this auxiliary is the “Colorado State Council Usher Board.”

Section 2 The purpose of this auxiliary is as follows:

- a. Secure uniformity of signs and dress throughout the local usher boards of the Colorado State Council churches
- b. Develop true consciousness of spiritual awareness in the House of God by visitors and saints
- c. Minimize distractions throughout the services, especially during Altar Call, and to promote order in the House of the Lord
- d. Render ushering service each night of the Colorado State Council

ARTICLE II
MEMBERSHIP

Section 1 To obtain membership, a person must:

- a. Be saved according to Acts 2:4, 38.
- b. Be in good standing in his/her home church and with the CSC.
- c. Have their pastor’s approval.
- d. Be an active member and have served for at least six months on his/her home church’s Usher Board.
- e. Be willing to uphold the bylaws of this auxiliary.

Section 2 This auxiliary will also consist of junior ushers and honorary ushers.

Section 3 The age for junior ushers will be 11 – 15 years old.

Section 4 Each member must pay a registration fee as determined by the Executive Board of the Colorado State Council Usher Board, each Council session.

ARTICLE III BASIC POLICIES

Section 1 The policy of the Colorado State Council Usher Board is to educate ushers through training, seminars, and workshops during Council sessions.

Section 2 This auxiliary seeks neither to direct the Usher Board administrative activities of any CSC church nor to control its policies, except during the Council sessions.

ARTICLE IV QUALIFICATIONS, RESPONSIBILITIES AND AUTHORITY OF OFFICERS

Sections 1 Officers are as follows:

- a. President
- b. Vice President
- c. Secretary
- d. Assistant Secretary
- e. Treasurer
- f. Assistant Treasurer
- g. Chaplain

Section 2 To obtain membership, a person must:

- a. Have been saved according to Acts 2:4, 38, for at least two years.
- b. Be in good standing with his/her home assembly and the Council.

Section 3 The duty of the President is to preside over all auxiliary and Executive Board meetings.

Section 4 The duties of the Vice President are as follows:

- a. Assist the President when needed
- b. Preside over auxiliary meetings in the absence of the President

Section 5 The duties of the Secretary are as follows:

- a. Record and maintain the minutes of the auxiliary's meetings
- b. Obtain prior approval from the Treasurer to purchase necessary supplies and present receipts to the Treasurer for reimbursement
- c. Perform other duties as delegated to him/her

Section 6 The duties of the Assistant Secretary are as follows:

- a. Assist the Secretary when needed
- b. Perform secretarial duties in the absence of the Secretary

Section 7 The duties of the Treasurer are as follows:

- a. Receive, record, and deposit all funds of the auxiliary with the CSC General Treasurer
- b. Disburse funds as directed by the President and/or Secretary [all disbursements will be made with two signatures, that of the President, Treasurer, or Secretary]
- c. Provide a Treasurer's report to the auxiliary membership at each meeting
- d. Present detailed auxiliary financial records to the CSC Audit Committee at each June Council
- e. Reconcile auxiliary financial reports with the office of the CSC General Treasurer at each Council
- f. Submit a budget for the following year to the CSC General Treasurer after obtaining approval from the President and the Auxiliary Director [This budget is due no later than two weeks following the September Council]

Section 8 The duties of the Assistant Treasurer are as follows:

- a. Assist the Treasurer when needed
- b. Perform financial duties in the absence of the Treasurer

Section 9 The duty of the Chaplain is to conduct all devotional services.

**ARTICLE IV
NOMINATION AND ELECTION OF OFFICERS**

- Section 1** Officers will be elected under the guidelines of the Colorado State Council Constitution and Bylaws.
- Section 2** The requirements of all nominees are as follows:
- a. Must have a home church in the Colorado State Council and must be faithful in his/her local assembly.
 - b. Must have been saved according to Acts 2:4, 38, for at least two years.
 - c. Must be in good standing with his/her home assembly and the Council.
 - d. Must have their Pastor's approval.
- Section 3** Only registered Usher Board Auxiliary members are eligible to serve in any of its elective or appointive positions.
- Section 4** Tenure of office will be limited to three years, under the established CSC Constitution and Bylaws.
- Section 5** Officers will assume their official duties at the close of the June election year.
- Section 6** Election of all auxiliary officers will be conducted by secret ballot, unless another method such as standing vote or acclamation is designated.
- Section 7** A vacancy occurring in any office will be filled for the unexpired term of a person appointed by a majority vote of the remaining Usher Executive Board members.

**ARTICLE V
VOTING BODY**

- Section 1** Only registered members of the auxiliary will be eligible to participate in its business meetings.
- Section 2** Honorary Ushers do not have voting privileges.

**ARTICLE VI
METHOD OF AMENDING CONSTITUTION**

The auxiliary's Constitution and Bylaws may be presented for amendment by a two-thirds (2/3rds) majority vote of registered members of the Usher Board Auxiliary present at the June Council if:

- a. The amendment has been approved for proposal by the auxiliary's Executive Board.
- b. The auxiliary secretary has submitted a copy of the proposed amendment to the CSC General Secretary 30 days prior to the opening of the Council.

**BYLAWS
of the
USHER BOARD**

BOARD

- Section 1 The CSC Usher Board Auxiliary Executive Board will consist of all elected officers and the Auxiliary Director.
- Section 2 The Presidential Cabinet consist of the elected Usher officers, the local church usher board presidents, and the Auxiliary Director.

ATTIRE

This auxiliary requires its members to adhere to the following dress code:

- Section 1** Women's dress code is as follows:
- a. Skirts below the knee, no skirts above the knees
 - b. Skirts with no splits
 - c. Blouses—white with long sleeve or quarter/length sleeves, not with bows or tying at the neck
 - d. Gloves—no lace gloves are allowed, only black allowed
 - e. Natural color stockings
 - f. Shoes—black, closed in heel-and-toe

- g. No jewelry, no colored lipstick, gloss, or ice, etc. – only natural color
- h. No hair ornaments, etc.

Section 2 Men's dress code is as follows:

- a. Black suits, white shirts, long black tie.
- b. Black shoes and socks.
- c. White gloves

CONSTITUTION AND BYLAWS
of the
COLORADO STATE COUNCIL
HEALTH PROFESSIONALS

ARTICLE I
NAME AND PURPOSE

- Section 1** The name of this auxiliary is the “Colorado State Council Health Professionals,” hereinafter referred to as the CHP.
- Section 2** The purpose of this auxiliary is to provide medical assistance/first aid as needed to the members of the Colorado State Council nightly.

ARTICLE II
MEMBERSHIP

- Section 1** To obtain membership, a person must:
- a. Be saved according to Acts 2:4, 38.
 - b. Be in good standing in his/her home church and with the CSC.
- Section 2** Each member must pay a registration fee as determined by the Executive Board of the Colorado State Council Health Professionals, each Council session.
- Section 3** Must be willing to uphold the Bylaws of this Auxiliary.

ARTICLE III
QUALIFICATIONS, RESPONSIBILITIES AND AUTHORITY OF OFFICERS

- Sections 1** Officers are as follows:
- a. President
 - b. Vice President
 - c. Secretary
 - d. Assistant Secretary

- e. Treasurer
- f. Assistant Treasurer
- g. Chaplain

Section 2 All officers must have been saved for at least two years, according to Acts 2:4, 38.

Section 3 The President will preside at all auxiliary and Executive Board meetings.

Section 4 The duties of the Vice President are as follows:

- a. Assist the President when needed
- b. Preside over auxiliary meetings in the absence of the President

Section 5 The duties of the Secretary are as follows:

- a. Record and maintain the minutes of the auxiliary
- b. Obtain prior approval from the President and the Treasurer to purchase necessary supplies
- c. Present receipts to the Treasurer for reimbursement
- d. Perform other duties as delegated to him/her

Section 6 The duties of the Assistant Secretary are as follows:

- a. Assist the Secretary when needed
- b. Perform secretarial duties in the absence of the Secretary

Section 7 The duties of the Treasurer are as follows:

- a. Receive, record, and deposit all funds of the auxiliary with the CSC General Treasurer
- b. Disburse funds as directed by the President and/or Secretary [All disbursements shall be made with two signatures, that of the President, Treasurer, or Secretary]
- c. Provide a Treasurer's report to the auxiliary membership at each meeting
- d. Present detailed auxiliary financial records to the CSC Audit Committee at each June Council

- e. Reconcile auxiliary financial reports with the office of the CSC General Treasurer at each Council
- f. Submit a budget for the following year to the CSC General Treasurer after obtaining approval from the President and Auxiliary Director [This budget is due no later than two weeks following the September Council]

Section 8 The Assistant Treasurer will assist the Treasurer at each Council and whenever necessary.

- a. Assist the Treasurer when needed
- b. Perform financial duties in the absence of the Treasurer

Section 9 The Chaplain will conduct all devotional services.

ARTICLE IV NOMINATION AND ELECTION OF OFFICERS

Section 1 Officers will be elected under the guidelines of the Colorado State Council Constitution and Bylaws.

Section 2 All nominees must have a home church in the Colorado State Council and must be faithful in his/her local assembly.

Section 3 Only registered Health Professional Auxiliary members are eligible to serve in any of its elective or appointive positions.

Section 4 Tenure of office will be limited to three years, under the established CSC Constitution and Bylaws.

Section 5 Officers will assume their official duties at the close of the June election year.

Section 6 Election of all auxiliary officers will be conducted by secret ballot, unless another method such as standing vote or acclamation is designated.

Section 7 A vacancy occurring in any office will be filled for the unexpired term by a person appointed by a majority vote of the remaining Usher Executive Board members.

ARTICLE V VOTING BODY

Only registered members of the Auxiliary will be eligible to vote.

**ARTICLE VI
METHOD OF AMENDING CONSTITUTION**

The auxiliary's Constitution and Bylaws may be presented for amendment by a two-thirds (2/3rds) majority vote of registered members of the Health Professional Auxiliary present at the June Council if:

- a. The amendment has been approved for proposal by the auxiliary's Executive Board.
- b. The Auxiliary Secretary has submitted a copy of the proposed amendment to the CSC General Secretary 30 days prior to the opening of the Council.

**BYLAWS of the
Colorado State Council
HEALTH PROFESSIONALS**

AUXILIARY EXECUTIVE BOARD

The CSC Health Professionals Auxiliary Executive Board will consist of all elected officers and the Auxiliary Director.