

**CONSTITUTION AND BYLAWS OF THE  
INTERNATIONAL CHRISTIAN EDUCATION ASSOCIATION  
OF THE PENTECOSTAL ASSEMBLIES OF THE WORLD, INC.**

**ARTICLE I - NAME**

The name of this organization shall be the International Christian Education Association (Sunday School) of the Pentecostal Assemblies of the World, Inc. Hereafter referred to as the ICEA or the Auxiliary.

**ARTICLE II - PURPOSE**

The purpose of this Auxiliary shall be to enthusiastically promote the ministry of teaching, to model competent administration and efficient practices of Christian education within the context of the Apostolic faith; to provide printed material and other such resources essential to the dutiful performance of the above purposes; and to perform other activities incidental thereto.

**ARTICLE III - MEMBERSHIP**

**Section 1.** Membership in this Auxiliary is open to all individuals, churches and councils affiliated with the Pentecostal Assemblies of the World, Inc.

**Section 2.** Individual members shall be in good standing with their local assembly and state/district council.

**ARTICLE IV - OFFICERS**

**Section 1. Officers**

- A.** The elected officers of the ICEA shall be a President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

- B. The appointed officers shall be an International Director of Christian Education and International Youth Director and all Regional Directors.
- C. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the ICEA.

### **Section 2. Tenure**

- A. The tenure of office shall be four years.
- B. No officer shall be eligible to serve for more than two consecutive terms in the same office.

### **Section 3. Eligibility**

- A. Candidates nominated for office must have demonstrated active involvement in Christian education at the local, council, regional, and national/international levels through registration, attendance, committee work, offices, workshop presentations, teaching assignments, and/or the execution of other functions and responsibilities and completed Transformational Leadership course.
- B. Candidates nominated for office shall have:
  - 1. Completed registration for the Summer Convention through the PAW
  - 2. Been in attendance in ICEA sessions for 3 of the past 4 consecutive years
  - 3. Attended at least 3 of 4 regional meetings within the last four years
  - 4. Actively participated in their local and council Christian education programs as verified by the designated officers of each entity
- C. All candidates will be required to provide verification and to complete all forms by November 1st of the nominating year.

### **Section 4. Duties of Elected Officers**

- A. President
  - 1. Presides over all meetings of the ICEA
  - 2. Appoints all standing and special committees

3. Appoints the International Director of Christian Education, the International Youth Director and all Regional Directors.
4. Is an ex-officio member of all committees except the Nominating Committee
5. Attends meetings with the PAW as required
6. Designs programs, solicits support, and oversees administrative and educational programs of the ICEA
7. Presides over all staff meetings
8. Maintains oversight of all regional meetings and regional business concerns

B. First Vice President

1. Sees that all committees function
2. Receives all committee reports
3. Organizes and oversees convention Sunday School
4. Visits regions as designated by President
5. Serves as Chief of Staff
6. Performs duties as designed by the President
7. Should the office of president become vacant, will assume that office

C. Second Vice President

1. Co-Chairs the Program Committee
2. Assumes **logistical** responsibility of the convention workshops/programs.
3. Maintains correspondence with all presenters (via letter, calls, follow-up, and support as needed.)
4. Supplies program and speaker information to Secretary and Treasurer as needed.
5. Performs duties as designated by the President
6. Should the office of First Vice President become vacant, will assume that office

D. Secretary

1. Records, distributes, and maintains minutes of the Auxiliary using appropriate software (MSWord, Excel, PowerPoint) and electronic databases

2. Is responsible for forwarding information and notification to membership via hardcopy and electronic mail
3. Maintains all records
4. Keeps the president informed of all proceedings
5. Purchases all secretarial supplies
6. Prints complete minute book and program book each year
7. Works with the regional secretaries to help disseminate information of the ICEA to the regional officers and constituents.

E. Assistant Secretary

1. Is responsible for purchasing and distributing all awards and trophies
2. Sends report forms to council presidents five months prior to the annual convention.
3. Serves as registrar at the annual meeting and all ICEA events
4. Performs duties as designated by the secretary
5. Posts website information
6. Updates electronic databases and maintains e-mail correspondence with the membership
7. Maintains correspondence with all presenters (via letter, calls, follow-up, and support as needed.)
8. Maintains records using appropriate software (MSWord, Excel, PowerPoint)
9. Should the office of Secretary become vacant, will assume that office

F. Treasurer

1. Maintains accurate, complete, and timely records for the ICEA and all regions following formal accounting procedures
2. Makes timely and accurate deposits with the PAW Treasurer's office
3. Completes all vouchers and requests for President's signature and PAW submission
4. Verifies and distributes all checks
5. Prepares and presents financial reports and budget for membership, President, PAW Treasurer, PAW Budget and Finance Committee
6. Coordinates all financial committees

7. Coordinates the financial work of all regions:
  - a. Oversees regional budget process assuring that all regions are in compliance with the PAW budget directives
  - b. Assists regional directors and treasurers as needed in preparing accurate and timely budgets to be submitted as part of the ICEA budget report
  - c. Attends regional meetings as directed by the President to oversee and support regional financial procedures.

G. Assistant Treasurer

1. Assists with the preparation of budgets, financial reports, and banking procedures as directed by the Treasurer
2. Attends regional meetings as directed to oversee financial procedures.
3. Coordinates with PAW and hosting region all ICEA food functions
4. Coordinates and collects funds for all special ICEA functions
5. Assists with coordination of all financial committees
6. Helps prepare vouchers and distributes checks as needed
7. Assists the Treasurer as needed
8. Should the office of Treasurer become vacant, will assume that office

**Section 5. Appointed Officers**

A. International Director of Christian Education (IDCE)

1. Appointment and length of service
  - a. Is appointed by the President in accordance with the bylaws of the ICEA to coordinate and oversee the work of the regions and serve as Program coordinator with 2<sup>nd</sup> Vice-President.
  - b. Is an officer of the ICEA
  - c. Reports directly to the ICEA President
  - d. The length of service is determined at the discretion of the ICEA President
2. Eligibility
  - a. Must be a member in good standing of a PAW church and active in a PAW

State/District Council.

- b. Must have been active in the regional and the ICEA meetings for at least two of the three years prior to appointment
- c. Must have the endorsement of the local pastor, the local superintendent, and State/District Council Christian Education President and/or Director of Christian Education (DCE)
- d. Must have experience in Christian education and related areas such as Youth Ministry and administration

### 3. Duties

- a. Supervises and trains all Regional Directors of Christian Education (RDCE)
- b. Is an automatic member of all regional boards
- c. Coordinates the work of the Regional Directors
- d. Gives general advice and direction to all Regional Directors and Boards
- e. Supplies each Regional Director and Board with designated theme and other program items for the year to be administered by the Regional Director and the Regional Board
- f. Submits a report to the ICEA noting presentations appropriate for the ICEA annual convention
- g. Advises the ICEA President of any changes, concerns, etc. regarding the overall program and participation of the regions

## B. International Youth Director

### 1. Appointment and length of service

- a. Is appointed by the President in accordance with the bylaws of the ICEA to coordinate and oversee the ICEA youth and collaborations between the ICEA and other PAW Youth programs
- b. Is an officer of the ICEA
- c. Reports directly to the ICEA President

- d. The length of service is determined at the discretion of the ICEA President

## 2. Eligibility

- a. Must be a member in good standing of a PAW church and active in a PAW state/district council
- b. Must have been active in the regional and the ICEA meetings for at least two of the three years prior to appointment
- c. Must have the endorsement of the local pastor, the local superintendent, and state/district council Christian Education President and/or DCE
- d. Must have experience in Christian education and youth ministry and related areas such as administration

## 3. Duties and Responsibilities

- a. Coordinates and oversees the work with youth in the ICEA Convention
- b. Submits a budget to support the work with youth at the International convention
- c. Serves as an advisor to regional youth directors as needed
- d. Communicates information regarding PAW process for background checks to all Regional Directors and Regional Youth Directors so that all regions will be in compliance
- e. Communicates with the IDCE, President, and Regional Directors as needed to assure that:
  - 1) The regional youth programs are aligned to the goals and purposes of the ICEA youth program
  - 2) Workers and topics are identified for the ICEA convention

## C. Regional Director of Christian Education (RDCE)

### 1. Appointment and length of service

- a. Appointed by the President of the ICEA in accordance with the bylaws of the ICEA
- b. Are officers of the ICEA

- c. Length of service is determined at the discretion of the ICEA President

2. Eligibility

- a. Must be a member in good standing of a PAW church and active in a PAW state/district council.
- b. Must have been active in the regional and the ICEA meetings for at least three of the four years prior to appointment
- c. Must have the endorsement of the local pastor, the local superintendent, and state/district council Christian Education President and/or DCE
- d. Must have experience in Christian Education and related areas such as administration and Youth Ministry

3. Duties and Responsibilities

- a. Coordinates and oversees the work of a specific region
- b. Chairs the Board of that region and serves as the chief administrator for the region
- c. Communicates regularly with the ICEA President and IDCE to report status and identify concerns regarding the region
- d. Communicates regularly with the Presidents and Christian Education Directors of each Council within the region in order to plan programs, report status, and identify concerns of the region in accordance with ICEA and PAW guidelines
- e. Sees that the region is in compliance with all ICEA and PAW guidelines
- f. Sees that the region is properly involved in all ICEA events
- g. Reviews and approves key regional documents
- h. Serves as a member of the ICEA Program Committee
- i. Appoints a Regional Youth Director in accordance with ICEA guidelines

**ARTICLE V - ELECTIONS**



**Section 1. Nomination**

- A. Officers shall be nominated from the floor in the convention prior to the election year
- B. Candidacy information will be shared with all delegates prior to the election
- C. In order to assure an informed electorate, multiple candidate forums will be held prior to voting at the convention during the election year

**Section 2. Election**

- A. Officers shall be elected by ballot and plurality vote
- B. Election will take place by ballot per PAW electronic process
- C. The ICEA Executive Board shall fill any vacancy arising between elections in the positions of Second Vice President, Assistant Secretary, and Assistant Treasurer. Other offices shall be filled by the rules of succession as set forth in this document

**ARTICLE VI - MEETINGS**

**Section 1. Rules** This Auxiliary is subject to all rules and regulations of the PAW and shall meet at the time and place determined by the General Assembly of the PAW, Inc.

**Section 2. Days** ICEA business meetings shall be held during the annual convention.

**Section 3. Quorum** A quorum shall be the majority of the members registered and in attendance at the business sessions.

**ARTICLE VII - EXECUTIVE BOARD**

**Section 1. Board Composition** The Auxiliary Director, all elected officers, the International Director of Christian Education, and the International Youth Director shall comprise the Executive Board of the ICEA

**Section 2. Function** This Board is empowered to regulate and execute any and all functions necessary for the welfare of the Auxiliary between meetings.

**Section 3. Special Meetings** Special meetings of the Executive Board

- A. May be called at the request of the President
- B. May be held in conjunction with special PAW meetings and training sessions
- C. Must include prior written notice of purpose, time and place of such meetings
- D. A quorum for such meetings shall be five members of the Executive Board

**ARTICLE VIII – COMMITTEES**

**Section 1. Appointment** Standing committees shall be appointed by the President at each annual convention.

**Section 2. Standing Committees**

- A. Program Committee
- B. Resolution Committee
- C. Finance Committee
- D. Ways and Means
- E. Constitution and Bylaws
- F. Trophy and Awards
- G. Aida Ford Scholar
- H. Evaluation
- I. Nomination/Balloting
- J. Service Award Committee
- K. Youth Program Committee
- L. Public Relations Committee

**Section 3. Duties** of all committees shall be identified in the Standing Rules of the ICEA

**Section 4. Special Committees** Special committees may be created as necessary by the President of the Auxiliary and/or the Executive Board as deemed necessary.

#### **ARTICLE IX – PARLIAMENTARY AUTHORITY**

The Word of God and the rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the ICEA in all cases to which they are applicable, and in which they are not inconsistent with the bylaws and standing rules of this Auxiliary and the Pentecostal Assemblies of the World.

#### **ARTICLE X – AMENDMENT OF BYLAWS**

These bylaws may be amended by two-thirds vote of the registered members present and voting at the business meeting of the annual convention and acted upon at the next convention.

#### **STANDING RULES**

##### **Section 1. Report Forms**

- A. There shall be a state/district report blank for use by the secretary and Trophy Committee.
- B. Individual Sunday School reports shall be retained no longer than three years.

##### **Section 2. Trophies and Awards**

- A. **INCREASE:** Five awards shall be awarded to the Sunday Schools having the highest total percentage increase in enrolled attendance in a one (1) year period. These awards shall be based on the five size categories established for financial support to the ICEA
- B. **ATTENDANCE:** An award will be given to the state/council district Sunday School with the largest attendance of registered delegates at the business session in which the Parade of States occurs
- C. **SCHOOLS:** Three certificates, one each for large, medium and small state/council district, will be awarded to the state/council district Sunday Schools which have the greatest number of schools reporting to the ICEA – 75% or more.
- D. All awards shall be presented at the annual convention

**Section 3.** Officer honoraria, stipends, and reimbursements

- A. All reimbursements shall be issued in accordance with PAW rules and guidelines.
- B. Airfare for the officers of the ICEA shall be at the rate appropriated by the PAW for all travel to and from the ICEA convention or any official business of the ICEA.
- C. Reimbursements for automobile travel shall not exceed the commercial airfare for the same distance at the time set by the PAW.
- D. ICEA officers shall be given \$35.00 per diem a day while on ICEA business
- E. Travel to the Regional meetings by the International Director of Christian Education or the designee shall be paid by the region and not the ICEA.

F. Travel to the Regional meetings by the President and any other officers not designated to serve in the International Director of Christian Education's position shall be paid by the ICEA.

G. Honoraria shall be given to the following ICEA officers:

1. President – \$1000
2. First Vice President – \$750
3. Second Vice President – \$750
4. Secretary – \$750
5. Assistant Secretary – \$500
6. Treasurer – \$750
7. Assistant Treasurer – \$500
8. International Director of Christian Education – \$500
9. International Youth Director – \$500

H. Officer honoraria shall be presented at the Annual Convention

#### **Section 4. Council Reports**

A. Each local Sunday School shall submit a report in the following amounts. Such reports may also be supplemented with love offerings and other donations to the ICEA.

Size of Sunday School	Amount
1 to 49	\$ 25.00
50 to 99	\$ 45.00
100 to 250	\$ 55.00
251 to 500	\$ 75.00
501 and up	\$110.00

#### **Section 5. Registration Fees**

The annual convention registration fees for children, teens, and adults as well as the process for paying registration fees shall be regulated by the PAW.

## **Section 6. Duties of Standing Committee Duties**

### **A. Program Committee**

1. Is composed of the 2<sup>nd</sup> Vice, Regional Directors and the International Christian Education Director
2. Is chaired by the 2<sup>nd</sup> Vice
3. Shall make recommendations for the annual convention program
4. Shall see that all program items are ready for submission according to the PAW deadlines

### **B. Resolution Committee**

1. Shall consist of 3 members
2. Shall collect and revise resolutions as needed to insure that the language is clear and concise
3. Shall present resolutions during the business session

### **C. Finance Committee**

1. Shall consist of regional treasurers and others as directed by the Treasurer
2. Is chaired by the Treasurer
3. Shall assist with receiving funds as directed by the Treasurer

### **D. Ways and Means**

1. Shall consist of 3 members
2. Shall make recommendations to aid the auxiliary financially

### **E. Constitution and Bylaws**

1. Will consist of at least 3 members
2. Will perform functions pertaining to the Constitution and Bylaws of the ICEA
3. Will prepare reports as needed for revisions to the ICEA Constitution and Bylaws

### **F. Trophy and Awards**

1. Shall consist of 3 members
2. Shall determine which churches and/or councils are to receive each of the ICEA awards based on appropriate criteria for registration, reports

### **G. Aida Ford Scholar**

1. Shall consist of at least 1 member from each region

2. Seek nominations for books which meet the qualifications for the Aida Ford Scholar Award
3. Identify the author and book to receive the Aida Ford award through a process of blind evaluations of all books nominated
4. Notify the ICEA Secretary and President of the awardee so that the Aida Ford Scholar can be notified and prepared to make a presentation at the convention

#### H. Evaluation

1. Shall consist of at least 1 member from each region
2. Shall prepare a report which provides qualitative and quantitative data regarding all areas of our convention program

#### I. Nomination/Balloting

1. Receive names of nominees for each office
2. Nominees for office will submit resumes to the Nominating Committee for screening purposes according to Article IV, Section 4 of this document
3. Screen nominees and prepare a brief summary containing the qualifications and other relevant information on each candidate to be published in various ICEA venues including the ICEA program book, on the ICEA website
4. Present to the PAW Balloting Committee the slate of officers so that the electronic ballot can be prepared
5. Oversee the balloting process as directed by the PAW

#### J. Service Award Committee

1. Shall consist of 1 member from each region
2. Shall create/develop guidelines, application, and procedures for nominating and selecting recipients of all service awards]

K. Youth Program Committee

1. Shall consist of 3 members.
2. Shall plan programming for ICEA youth during the annual convention in co-partnership with the IPYPU.

L. Public Relations

1. Shall consist of 3 members.
2. Shall work to increase visibility and communication ICEA program logistics during the annual convention.

**Section 7. Amendments to the Standing Rules**

These Standing Rules may be amended by a majority vote of the registered members present and voting at the second business meeting of the annual convention.