BY-LAWS OF
THE CARIBBEAN AND NORTH AMERICAN AREA COUNCIL
WORLD COMMUNION OF REFORMED CHURCHES

Revised September 2011

PREAMBLE

The Caribbean and North American Area Council adopts as its purposes those set forth in Article V of the
Constitution of the World Communion of Reformed Churches.
CANAAC is the regional expression of WCRC in the region of the Caribbean, USA and Canada. CANAAC will develop directions for the activities, mission, theological research and reflection of this regional council during the period between WCRC General Councils using the policies, priorities and directives approved by WCRC General Council. Together submitting to the Triune God, the member Churches of CANAAC celebrate the gifts of unity in Christ through the mutual recognition of baptism and membership, pulpit and table fellowship, ministry and witness.

I. INTERPRETATION

1. "WCRC" means the World Communion of Reformed Churches.
2. "Executive Committee" means the Executive Committee of the World Communion of Reformed Churches.
3. "Area Council" and "CANAAC" mean The Caribbean and North American Area Council.
4. "Steering Committee" means the Steering Committee of The Caribbean and North American Area Council.

II. AUTHORIZATION

The By-Laws of the Caribbean and North American Area Council shall be in conformity with and subordinate to the Constitution and By-Laws of The Communion, and subject to ratification by the General Council of the WCRC or by its Executive Committee.

III. BOUNDARIES AND NAMES

1. The Area shall include Canada, the United States of America, the islands, and the coastal regions in the Caribbean Basin.
2.The Name of the organization shall be "The Caribbean and North American Area Council."

IV. MEMBERSHIP

1. Each Church that has been admitted to membership in the WCRC and is within the boundaries of the
Area is a member of CANAAC.
2. To encourage wider participation by Reformed Churches in the WCRC, the Area Council may receive into provisional membership Churches which are not members of the WCRC. Such provisional
membership may be continued for not more than 5 years. Should such provisional members not be received by the General Council or by the Executive Committee of the WCRC, the provisional membership shall terminate.

V. THE AREA COUNCIL

1. The Area Council shall consist of delegates appointed by member Churches in the Area, and others in
the manner and the number hereinafter specified in By-Law VI.
2. The Area shall meet regularly in Area Council. The time and place of meeting shall be determined by
the Area Council or its meetings by the Steering Committee.
3. The functions of the Area Council shall be:
3.1 to initiate and administer policies, plan and programs in accordance with and in support of the Constitution, By-Laws, purposes, and actions of the WCRC.

3.2 to act on applications on Churches within the Area for provisional membership within the Area as provided in By-Law IV (2);
3.3 to adopt and amend the Area council By-Laws, subject to ratification by the WCRC General Council or by its Executive Committee;
3.4 to nominate and elect officers as required by these By-Laws and by the Constitution of the WCRC;
3.5 to receive and to disburse funds and to administer budgets as determined under By-Law VIII;
3.6 to respond to the matter of concern for member churches in living out the gospel in context;
3.7 to engage in dialogues and partnerships with other churches and organizations;
3.8 to give oversight of its officers and committees.
4. The Area Council its officers and its Steering Committee, shall not have the power to speak for or to obligate any member Church, or to interfere with the confession, constitution, internal order, or external relationships of any such Church.

VI. MEMBERSHIP OF THE AREA COUNCIL
1. The member Churches of the Area Council shall be entitled to representation in the Area Council on the following basis:
1.1 two delegates for each 200,000 members or a fraction thereof, and one additional delegate for each 200,000 members or a fraction thereof thereafter provided that
1.2 no member church shall exceed 6 delegates.
1.3 It is recommended that the delegates be selected on the following basis:
1.3.1 Where a church sends two or more delegates, at least one-half shall be laypersons.
1.3.2 Where a church sends two delegates, at least one shall be a woman.
1.3.3 Where a church sends three or more delegates, at least one-third shall be women.
1.3.4 Where a church sends three or more delegates, at least one delegate shall be under thirty years of age.
1.4 that the Steering Committee ensure that there be 3 youth delegates from member churches under 150,000. Two of these persons shall be from the Caribbean, of whom one shall be a woman and the other may be either a man or woman; and one persons shall be from North America, alternating between a man and a woman delegate.
2. Delegates to the Area Council shall be selected by or under the authority of the supreme judicatory of
each member Church, in such manner as that Church ordinarily employs for selecting representatives to the General Council of the WCRC or to other international or national interchurch bodies.
2.1 It is recommended that member Churches appoint delegates for two two-year term as a minimum with the option of reappointment;
2.2 It is recommended that member Churches shall ensure that among their delegation there be a WCRC delegate to enable continuity with WCRC.
3. The member Churches of the Area may send additional persons to meetings of the Area Council as visitors. Such visitors may participate in the discussions of the area Council and of its committees, but shall not have the right to vote or to propose motions. The member Churches shall be responsible for the expenses of such visitors.
4. WCRC Executive Committee may name one of its members, who is resident within the boundaries of
the Area, to be a corresponding delegate to the Area Council. Such corresponding member may participate in the discussions of the Area Council and of its committees, but shall not have the right to vote or to propose motions.
5. Reformed Churches which are not members of the Area Council may be invited to send representatives to meetings of the Area Council as observers. Such observers may participate in the discussions of the Area Council and of its committees, but shall not have the right to vote or to propose motions except as provided in By-Law IV (2). The non-member Churches shall ordinarily be responsible for the expenses of such observers.

VII. STEERING COMMITTEE
1. The Steering Committee's purpose is to:
1.1. Co-ordinate plans for the CANAAC gatherings.

1.2. Ensure programmes, policies, priorities and directives are flowing properly between CANAAC meetings/gatherings.
1.3. Liaise with WCRC's Executive Committee between General Councils.
1.4. Ensure that WCRC policies, priorities and directions are enacted.
1.5. Create and monitor working groups for various tasks or issues to be studied (as identified by WCRC and/or CANAAC).
1.6. Enhance the flow of information amongst member churches, WCRC and CANAAC.
1.7. Undertake budget and financial responsibilities of CANAAC.
1.8. Report to CANAAC gatherings and member churches on a regular basis.
2. The Steering Committee membership will:
2.1. Consist of 6-12 members.
2.1.1 a member who is the convenor and who is one of the signing officers;
2.1.2 a member who is the deputy convenor, and who is one of the signing officers;
2.1.3 a member of the WCRC Executive Committee responsible to liaise with WCRC;
2.1.4 members shall be responsible to monitor and coordinate Area Council policies and programmes related to the various Program/Policy Sections of each preceding General Council.
2.2. Be elected and appointed at each CANAAC meeting/gathering.
2.3. Ensure flexibility/representation of the member churches, regions within CANAAC, gender balance, lay/ordained balance, and expertise.
1.4 Fill vacancies in consultation with the member church from which the appointee serves.

VIII. FINANCES
1. The Steering Committee shall prepare, promote and manage an annual budget. The Steering Committee will provide financial report to the CANAAC Area Council and to member churches.
2. The Area Council will, upon the recommendation of the Steering Committee, receive from each member Church its contribution for the work of CANAAC.
3. The Steering Committee shall have the authority to disburse funds from within the budget established
by the Steering Committee.
4. The fiscal year of the area Council shall be from January 1st to December 31st.
5. The Steering Committee shall arrange annually for an audit of the financial records.

IX. EXECUTION OF LEGAL DOCUMENTS
Legal documents affecting the Area Council, including all documents relating to the establishment or dissolution of the Area Council, shall be executed by the signing officers as in articles VII 2.1.1 and 2.1.2.

X. AMENDMENTS
1. To consider any amendment to the By-Laws at a meeting/gathering of the Area Council, at least one half of the member Churches shall be represented by at least one delegate.
2. a) Where notice of the text of an amendment has been given at least six weeks before the convening of the Area Council, a majority vote of delegates present at the meeting is required for approval of an amendment.
b) Where prior notice of an amendment has not been given, a two-thirds majority of those present at the meeting is required for approval of such an amendment.
3. Any amendment is subject to ratification by the WCRC General Council or by its Executive Committee.