GENERAL BY-LAWS
OF THE
ASSEMBLIES OF GOD
OF
PAPUA NEW GUINEA INC.

(Including Reviews and Amendments of August 2012)
1. PREAMBLE

These By-Laws of the Assemblies of God of Papua New Guinea Inc. herein referred to as "the By-Laws", are authorized by virtue of their adoption of the National Conference of the Church. In these By-Laws, the name "the Church" shall mean The Assemblies of God of Papua New Guinea Inc. These By-Laws set out the procedures and standards for the following matters: Conferences, Councils, nominations to office, presentation of remits, voting procedures, terms of office, duties of office bearers, standards and requirements for the appointment and recognition of workers and Pastors, standards and responsibilities of member Assemblies and covering such other matters as the National Conference may include in these By-Laws from time to time.

PROVISO

These By-Laws do not have authority by and of themselves. They are only "helpers" to the Church Constitution. The Constitution does have authority, by virtue of it being the document upon which the Government of Papua New Guinea has allowed the Assemblies of God of Papua New Guinea to be registered as an "Incorporated Association." In the event of a conflict arising between the provisions of the Church Constitution and these By-Laws, the Constitution shall take precedence.

2. NATIONAL CONFERENCE

2. Each Region shall conduct a segment of the National Conference, as stated in Article 8 of the Constitution. The rules for conducting this conference and the basis of representation shall be as follows:

2.1 The Church shall conduct the Conference every three years between 15th September and 30th November. The National Executive Council shall determine the exact date for the beginning of each segment of the Conference and put it on the Church Calendar.

2.2 Each Region shall conduct a segment of the National Conference, at approximately the same time, to consider an identical agenda.

2.3 Each Province shall be able to send five delegates to the segment of the National Conference in its Region. If however that Province has more than 3 Districts, then they can send 6 delegates. If more than 5 Districts, then 10 delegates, or if more than 15 Districts, then 30 delegates, and so on until they have representation on this basis for all of their Churches. No person can have more than one vote in the National Conference of any one year, even if that person is present at more than one segment of that Conference.

2.3 Each District shall be able to send five delegates to the segment of the National Conference in its Region. If however that District has more than 5 Churches, then they can send 6 delegates. If more than 10 Churches, then 7 delegates, or if more than 15 Churches, then 8 delegates, and so on until they have representation on this basis for all of their Churches. No person can have more than one vote in the National Conference of any one year, even if that person is present at more than one segment of that Conference.

2.3 Each District shall be able to send five delegates to the segment of the National Conference in its Region. If however that District has more than 5 Churches, then they can send 6 delegates. If more than 10 Churches, then 7 delegates, or if more than 15 Churches, then 8 delegates, and so on until they have representation on this basis for all of their Churches. No person can have more than one vote in the
National Conference of any one year, even if that person is present at more than one segment of that Conference.

2.4 At least 14 days before the week when the National Conference begins, the Secretary of each Province shall write to the National Secretary informing him of the names of all the Churches in that Province, and the names of the Delegates who will be representing that Province at the National Conference.

2.5 The National Secretary, or a person appointed by the National Executive Council shall be the Secretary of the segment of the National Conference in that Region, and shall be responsible for the recording of all minutes and voting for that Region.

2.6 The National Executive Council shall prepare the agenda for the National Conference according to the following rules:

2.6.1 The following people or groups of people may submit agenda items and nominations to the Conference: Individual Assemblies, Ordained Pastors, Regional, Provincial and District Conferences and Councils and the National Executive Council.

2.6.2 When nominations and agenda items are to be submitted, they must be sent in writing to the National Secretary. This letter must clearly explain all the details of the agenda items so that anyone else reading it will be able to understand what it really means. This letter must be in the hands of the National Secretary 4 months before the Conference begins.

2.6.3 The National Secretary shall prepare a notice about the National Conference. This will contain the information about the place, day and time of the Conference, and business to be conducted at the Conference. The Secretary will post this notice to all registered Assemblies, ordained pastors, Regional, Provincial and District Secretaries. These shall be sent to the address he has in the register of Assemblies, pastors and Regional, Provincial and District officers.

2.6.3.1 When the Secretary of the National Executive Council sends the notices about the National Conference, he must also announce whether it is a Special meeting, or the Annual meeting.

2.7 When the Conference comes to vote, all voting for any type of decision shall be by show of hands. If two or more members object to this method, then the Conference shall accept a motion suggesting an alternative method of voting. This motion shall then be voted on in the normal way.

2.7.1 No other person may vote on behalf of a member of the conference.

2.7.2 One out of every two pastors and delegates eligible to be at a Conference must be in the meeting of each Regional segment of the National Conference before it can begin.

2.8 The ordinary business of the annual National Conference shall be:

2.8.1 To confirm the minutes of the previous annual National Conference, and any special National Conference held since that meeting.

2.8.2 To receive the reports of the National Executive Council about the transactions of the Conference during the preceding financial year.

2.8.3 To elect the National Executive Council.

2.8.4 To receive and consider the statement which the National Executive Council makes to them in accordance with the Associations Incorporation Act.
2.8.5 The annual National Conference may conduct special business of which notice is given in accordance with these by-laws.

2.8.6 No business other than that set out in the notice convening the Conference shall be transacted at the Conference.

2.9.1 The Church may conduct Special Conferences during the year, but the annual National Conference for that year must still be held.

2.9.2 Only one Conference can be called the annual National Conference. All other Conferences can only be called Special Conferences.

2.10 The National Executive Council may call a Special National Conference if there is a need. Also, if two Regional Councils feel the need for a Special National Conference, then they can request the National Executive Council to call a Special National Conference.

2.11 The procedures for calling and holding a Special National Conference shall be the same as for an annual National Conference. Only the following two exceptions apply:

2.11.1 The National Executive Council will set the time of the Conference.

2.11.2 The National Executive Council will set the time periods for the submission of agenda items to the National Secretary, and their circulation to member Assemblies.

2.12 The By-Laws set the conditions for voting rights at a National Conference. One out of every two members with voting rights must be present in order to discuss or vote on any business.

2.13 The Chairman of a National Conference at which a quorum is present may, with the consent of the Conference, adjourn the Conference from time to time and place to place. But they shall only complete agenda items from the adjourned meeting. No fresh agenda items can be considered.

2.13.1 If a meeting is adjourned for more than 14 days, notices of the new meeting will have to be sent out in the same way as it was for the National Conference.

2.13.2 As long as the Conference is resumed within 14 days, no agenda or meeting notices need be sent out.

2.14 When voting, if both sides have an equal number of votes, then the chairman may vote a second time to enable one side to win.

2.15 Each Regional segment of the Conference shall consider an identical agenda, and follow the same conference procedures. Voting results shall be announced to the Conference by the Secretary, and the voting results shall be entered in the minutes.

2.16 After the completion of each of the Regional Segments of the National Conference, the minutes of each segment shall be sent to the National Secretary. These combined minutes then shall be the official minutes of the National Conference.

3. NATIONAL EXECUTIVE COUNCIL

3.1 Article 9 of the Constitution describes the duties of the National Executive Council. This Council shall be appointed in the following manner.
3.1.1 Each Regional Segment of the National Conference shall vote to appoint a representative as a member of the National Executive Council. If a Region has less than 50 Assemblies then they shall appoint only one member. Above that, they shall be allowed an additional member for each 50 registered assemblies within their Region. No Region may have more than four representatives. The men nominated as members must fulfill the requirements of Article 10 of the Constitution and be residents of the Region wishing to appoint them.

3.1.2 A National Executive Council shall hold their office for three years, or if Conference procedures are still incomplete, then their term shall automatically be extended until the new Executive is ready to take over. A person who has previously been an Executive Member can be re-elected if the Conference so desires.

3.1.3 The first agenda item for the first meeting of each new Executive Council shall be as follows: They must elect the Officers of the Church according to Article 10 of the Constitution. That is; the National Superintendent, Assistant Superintendent, Secretary, Treasurer and whatever other officers the Executive or the Church feels to appoint from time to time. If the Executive so desire, they can appoint one person only to fulfill the two positions of Secretary and Treasurer. The Superintendent, Assistant Superintendent and the Secretary shall be appointed from amongst the Executive members, but the Treasurer can either be an Executive member or another member of the Assemblies of God of Papua New Guinea.

3.1.4 When the Treasurer is not a member of the National Executive Council, then he shall sit with the Executive as required by them to be a consultant to them on financial matters. But when he is with them he shall have no vote.

3.2 National Executive Council shall meet at least once per year. They can hold other meetings should there be the need. The National Superintendent or his Assistant can call these meetings, but the members must receive notification of the meeting 14 days before the beginning of the meeting. Meetings can be arranged at less notice than this if all the members agree to it.

3.3 If a member of the National Executive Council has received a notice of meetings, but has not attended three consecutive meetings, and if he has not notified and apologized to the Chairman for his not attending the meetings, then he will be removed from the Council membership and the other members will appoint his replacement.

3.4 The National Executive Council can conduct its meetings provided 2 out of every 3 members are present.

3.5 At meetings of the National Executive Council, the National Superintendent will be the chairman. If he is not present, then the Assistant Superintendent will replace him.

3.6 In all meetings of the National Executive Council or any committee appointed by them, all voting for any type of decisions shall be by show of hands. If a member objects to this method, then the chairman will set another method for voting.

3.7 In all meetings of the National Executive Council and in all committees appointed by them, each member including the chairman will have one vote. If both sides have an equal number of votes, then the chairman may vote a second time to enable one side to win.

3.8 If any member of the National Executive Council should leave the Council or the Region between Conferences, then the Executive Council must appoint replacement from amongst the ordained Pastors. To select a replacement, they must appoint a person from the same Region as the previous member. If this then is not possible, the vacancy can exist until a suitable replacement is available.
3.9 The National Executive Council may appoint and terminate such committees as it considers necessary for the running of the Church. Also it may set up Church Departments as it is considered necessary. For example; Education, Bible School, Support Services, Evangelism, Youth Ministries etc.

3.9.1 Any committee appointed by the National Executive Council shall not conduct any business in their meetings unless a quorum is present.

3.9.2 At meetings of sub-committees appointed by the National Executive Council:

3.9.2.1. The person appointed by the Council shall be the chairman.

3.9.2.2. If the appointed chairman is not present, then another member of the committee shall be the chairman.

3.10 The National Executive Council may appoint people at their own discretion to organize, develop and supervise Church departments, schools, institutions and other special ministries. They can also appoint their own members to be in charge of the oversight of these various activities and ministries.

3.11 The responsibility of examining and ordaining men and women to the ministry by issuing Pastor's Certificates is the work of National Executive Council. They can also suspend and revoke such certificates. In all of these activities, they must abide by the regulations of the Constitution and its By-Laws.

3.12 From time to time, with the written or verbal consent of the members of the Council, decisions of the council can by made by written or telephone questionnaire. The following guidelines shall govern the use of this procedure:

3.12.1 The first question in each questionnaires will be the question of whether that member is happy for this matter to be handled by questionnaire.

3.12.2 Written questionnaire is the preferred method, with telephone questionnaire only being used in very urgent situations, or when communication problems make it necessary.

3.12.3 Questionnaires can be used for all normal matters of National Executive Business. However, they cannot be used to substantially change the By-Laws or the Assembly By-Laws.

3.12.4 Questionnaires shall be carried out by the Church Executive Officer, who is required to keep careful records of the decision making process in a book prepared specially for that purpose.

3.12.5 In order to pass a motion by questionnaire, three out of every four members must vote "yes".

3.12.6 All decisions made by questionnaire can be implemented immediately, but will still be subject to final ratification at the next normal meeting of the National Executive Council.

4. NATIONAL SUPERINTENDENT

4.1 The National Superintendent is appointed by the National Executive Council in accordance with the Constitution and By-Laws of the Church, therefore he shall be its chief officer. His duties shall be as follows:

4.1.1 He shall be the leader of the Assemblies of God of Papua New Guinea Inc.
4.1.2 He shall be the Chairman of the National Conference and the National Executive Council. In his absence the Assistant Superintendent shall be the Chairman.

4.1.2.1 If the Superintendent and the Assistant Superintendent are absent from a National Conference or National Executive Council, the members present shall elect one of their number to be the Chairman.

4.1.3 He is to generally supervise the work of the Church

4.1.4 He is to carry out the usual duties of a chairman and official Head, and to perform such duties as the National Conference or National Executive Council may set for him.

5. ASSISTANT SUPERINTENDENT

5.1 The Assistant Superintendent is appointed by the National Executive Council in accordance with the Constitution and By-Laws of the Church. His duties shall be as follows:

5.1.1 He is to assist the Superintendent as required by him, and do whatever duties the National Executive Council give him to do.

5.1.2 In the absence of the National Superintendent, the Assistant Superintendent shall normally take his place as chairman.

5.1.3 The National Executive Council may assign him individual departmental or similar portfolios.

6. NATIONAL SECRETARY

6.1 The National Secretary is appointed by the National Executive Council in accordance with the Constitution and By-Laws of the Church. His duties shall be as follows:

6.1.1 He will be custodian of the common seal of the Assemblies of God of Papua New Guinea. This seal will be a rubber stamp bearing the words: "Common Seal of the Assemblies of God of Papua New Guinea Inc."

6.1.2 He shall record and or collect and maintain all the minutes of the National Conference, the National Executive Council and all other National Church Committees. All of these minutes must be true to the decisions of each of these meetings.

6.1.3 He shall take good care of all records, documents, files and correspondence of the Church. Incoming correspondence is to be attended to and filed securely. And he shall write outgoing correspondence, securely filing a copy of each letter.

6.1.4 Each year, he must prepare a list of all Pastors so the National Executive Council can endorse the issuing of current Pastor's Certificates to them. Once these names have been endorsed, he is to prepare the certificates and send them to each pastor once they have been duly signed by the National Superintendent and himself.

6.1.5 When the National Executive Council have given approval for an Assembly to be issued with a membership certificate, it is then the work of the Secretary to prepare and send the certificate to the Assembly concerned.
8.5 The Regional Conference shall be responsible for the oversight of all the work of the Assemblies of God of Papua New Guinea within their Region.

8.6 The Regional Council shall prepare the agenda for the Regional Conference within their region. The rules for preparing this agenda are as follows:

8.6.1 The following people or groups from within a Region may submit agenda items for that Regional Conference: Member Assemblies, ordained and licensed Pastors, Provincial and District Conferences and Councils and the Regional Council. The National Executive Council may also submit agenda items to Regional Conferences.

8.6.2 Agenda items and nominations for the consideration of the Regional Conference must be submitted in writing. These submissions shall be in the hands of the Regional Secretary 3 months before the beginning of the Conference.

8.6.3 When the Conference votes on appointments, this voting shall be by secret ballot.

8.6.4 The Regional Secretary shall send copies of the Conference agenda to all member Assemblies, ordained and licensed Pastors, Provincial and District Secretaries 2 months before the beginning of the Conference.

9. REGIONAL COUNCIL

9.1 The Regional Conference, shall elect a Regional Council every three years. This Council shall have five or seven members, which shall include the Regional Superintendent, the Regional Assistant Superintendent and the Regional Secretary. Each Province should have one member before any Province has more than one.

9.2 Only person with either a Pastor's Certificate, a Probationary Pastor's Certificate or a Pastor's License may be elected as Regional Council members. Only person with Pastor's Certificates can be appointed as the Regional Superintendent. Only person with Pastor's Certificates or have held a Pastor's Licence for four years can be appointed as the Regional Assistant Superintendent. The office of Regional Treasurer may be given to a member of the Regional Council, or another person who is a member of the Assemblies of God of Papua New Guinea. When the Treasurer is not a member of the Regional Council, then he shall sit with the Regional Council as required by them to be a consultant to them on financial matters. But when he is with them he shall have no vote.

In addition, the Regional Council shall appoint one of the representatives to the National Executive Council from their region to sit with their Regional Council as an Ex-Officio member with full voting rights.

9.3 If a member of the Regional Executive Council has received notice of meetings, but has not attended three consecutive meetings, and if he has not notified and apologized to the Chairman for his not attending the meetings, then he will be removed from the Council membership and the other members will appoint his replacement.

9.4 If any members of the Regional Council should leave the Council or Region between Regional Conferences, then the Regional Council must appoint replacements from amongst the ordained or Probationary Pastors. To select these replacements, they must first try to appoint a person from the same Province as the previous member. If this is not possible, only then can they appoint a replacement from another Province.
9.5 The function of the Regional Council including its officers shall be to administer the work of the Assemblies of God of Papua New Guinea within their Region between Conferences. Some specific responsibilities within this function are as follows:

9.5.1 The Regional Council must process remits for the National Conference which have come from within their Region.

9.5.2 They must effect the decisions of the Regional Conference.

9.5.3 In accordance with the Constitution and the By-Laws, they must examine applicants for Certificates from within their own Region, and either issue Probationary Certificates or Pastor’s Licence themselves, or send their recommendations on to the National Executive Council for them to issue Pastor’s Certificates. When necessary, the revoking of these certificates and licence shall be by the same process.

9.5.4 The Regional Council can conduct its meetings provided there are three members present if the total membership is five, and four members present if the total membership is seven.

10. PROVINCIAL CONFERENCE

10.1 The Regional Council shall define Provincial boundaries. Provinces are geographical areas within Regions.

10.2 In order to constitute a Provincial Conference, a minimum of 5 to 10 registered Assemblies within that Province is required. However, if there are not 5 registered Assemblies yet, but there are 5 Pastors with a certificate or license working in 5 separate churches, and their work is progressing nicely, then the Regional Council may authorize them to form a Provincial Conference. If this is in an unformed Region, the National Executive Council shall authorize the formation of a Provincial Conference.

10.3 A Provincial Council shall be elected by that Provincial Conference when that Province has at least 5 churches, and they consider it to be necessary for best administration.

10.4 The rules for representation and voting rights at a Provincial Conference shall be as follows: Each District may send its leader or a replacement plus five delegates. If they have more than 10 Churches, then they may send 10 delegates. If they have more than 20 Churches, then they may send twenty delegates. If they have more than 30 Churches, then they may send thirty delegates. If they have more than 50 Churches, then they may send fifty delegates. No District may send more than 50 delegates. All persons with Certificates, Licences or Permits issued by the Church who come from a District within the Province may also vote. However, if they have come as District Delegate, then they may only have one vote.

10.5 The Provincial Conference shall be responsible for the oversight of all the work of the Assemblies of God of Papua New Guinea within their Province.

10.6 The Provincial Council shall prepare the agenda for the Provincial Conference within their Province. The rules for preparing this agenda are as follows:

10.6.1 The following people or groups from within a Province may submit agenda items for that Provincial Conference: Member Assemblies, Pastors with Licence or Certificates Pastors and the Provincial and District Councils. The Regional Council may also submit agenda items to Provincial Conferences.
10.6.2 Agenda items and nominations for the consideration of the Provincial Conference must be submitted in writing. These submissions shall be in the hands of the Provincial Secretary 2 months before the beginning of the Conference.

10.6.3 When the Conference votes on appointments, this voting shall be by secret ballot.

10.6.4 The Provincial Secretary shall send copies of the Conference agenda to all Districts, ordained and licensed Pastors and their Regional Council one month before the beginning of the Conference.

11. PROVINCIAL COUNCIL

11.1 The Provincial Conference, at their annual meeting, shall elect a Provincial Council. This Council shall have seven, nine or thirteen members, which shall include the Provincial Superintendent, the Assistant Provincial Superintendent and the Provincial Secretary. Each District should have one member on the Provincial Council before any District has more than one.

11.2 Only person with either a Pastor’s Certificate or a Probationary Pastor’s Certificate or Pastor’s Licence or Worker’s Permit may become Provincial Council members. Only person with Pastors Certificates or a Pastor’s License for 5 years can be appointed as the Provincial Superintendent and the Provincial Assistant Superintendent. The office of Provincial Treasurer may be given to a member of the Provincial Council, or another person who is a member of the Assemblies of God of Papua New Guinea. When the Treasurer is not a member of the Provincial Council, then he/she shall sit with the Provincial Council as required by them to be a consultant to them on financial matters. But when he/she is with them he/she shall have no vote.

11.3 If a member of the Provincial Council has received notice of meetings, but has not attended three consecutive meetings, and if he has not notified and apologized to the Chairman for his not attending the meetings, the he will be removed from the Council membership and the others members will appoint his replacement.

11.4 If any members of the Provincial Council should leave the council or Province between Provincial Conferences, then the Provincial Council must appoint replacements from amongst the ordained, licenced or probationary Pastors. To select these replacements, they must first try to appoint a person from the same ethnic or language group as the previous member. If this is not possible, only then can they appoint a replacement from another group.

11.5 The function of the Provincial Council and its officers shall be to administer the work of the Assemblies of God of Papua New Guinea within their Province between Conferences. Some specific responsibilities within this function are as follows:

11.5.1 The Provincial Council must process remits for the National and Regional Conference which have come from within their Province.

11.5.2 They must effect the decisions of the Provincial Conference.

11.5.3 In accordance with the Constitution and the By-Laws, they must examine applicants for Permits, Licences and Certificates from within their own Province, and either issue Workers Permits themselves, or send their recommendations on to their Regional Council for them to issue Pastor’s Licences or Probationary Certificates or send their recommendations on to the National Executive Council for them to
issue Pastor’s Certificates. They can also revoke these Permits or recommend that the Regional Council or the National Executive Council revoke these Licences and Certificates.

11.5.4 The Provincial Council can conduct its meetings provided there are three members present if the total membership is five, and four members present if the total membership is seven.

12. DISTRICT CONFERENCE

12.1 The Provincial Council shall define District boundaries. Districts are geographical areas within Regions.

12.2 In order to constitute a District Conference, a minimum of 3 registered Assemblies within that District is required. However, if there are not 3 registered Assemblies yet, but there are 3 Pastors with a certificate or license working in 3 separate churches, and their work is progressing nicely, then the Regional Council may authorize them to form a District Conference. If this is in an unformed Region, the National Executive Council shall authorize the formation of a District Conference.

12.3 A District Council shall be elected by that District Conference when that District has at least 3 churches, and they consider it to be necessary for best administration.

12.4 The rules for representation and voting rights at a District Conference shall be as follows: Each Assembly may send its leader or a replacement plus one delegate. If they have more than 50 members, then they may send 2 delegates. If they have more than 100 members, then they may send three delegates. If they have more than 300 members, then they may send four delegates. If they have more than 500 members, then they may send five delegates. No Assembly may send more than 5 delegates. All persons with Certificates, Licences or Permits issued by the Church who do not come from a member Assembly may also vote. However, if they have come as an Assembly Delegate, then they may still only have one vote.

12.5 The District Conference shall be responsible for the oversight of all the work of the Assemblies of God of Papua New Guinea within their District.

12.6 The District Council shall prepare the agenda for the District Conference within their District. The rules for preparing this agenda are as follows:

12.6.1 The following people or groups from within a District may submit agenda items for that District Conference: Member Assemblies, Pastors with Licence or Certificates Pastors and the District Council. The Regional Council may also submit agenda items to District Conferences.

12.6.2 Agenda items and nominations for the consideration of the District Conference must be submitted in writing. These submissions shall me in the hands of the District Secretary 2 months before the beginning of the Conference.

12.6.3 When the Conference votes on appointments, this voting shall be by secret ballot.

12.6.4 The District Secretary shall send copies of the Conference agenda to all member Assemblies, ordained and licensed Pastors and their Regional Council one month before the beginning of the Conference.
13. DISTRICT COUNCIL

13.1 The District Conference, at their annual meeting, shall elect a District Council. This Council shall have five or seven members, which shall include the District Superintendent, the District Assistant Superintendent and the District Secretary. Each Sub District should have one member on the District Council before any Sub District has more than one.

13.2 Only men with either a Pastor’s Certificate or a Probationary Pastor’s Certificate or Pastor’s Licence or Worker’s Permit may become District Council members. Only men with Pastors Certificates or a Pastor’s License for 3 years can be appointed as the District Superintendent and the District Assistant Superintendent. The office of District Treasurer may be given to a member of the District Council, or another person who is a member of the Assemblies of God of Papua New Guinea. When the Treasurer is not a member of the District Council, then he shall sit with the District Council as required by them to be a consultant to them on financial matters. But when he is with them he shall have no vote.

13.3 If a member of the District Council has received notice of meetings, but has not attended three consecutive meetings, and if he has not notified and apologized to the Chairman for his not attending the meetings, the he will be removed from the Council membership and the others members will appoint his replacement.

13.4 If any members of the District Council should leave the council between District Conferences, then the District Council must appoint replacements from amongst the ordained, licenced or probationary Pastors. To select these replacements, they must first try to appoint a person from the same ethnic or language group as the previous member. If this is not possible, only then can they appoint a replacement from another group.

13.5 The function of the District Council and its officers shall be to administer the work of the Assemblies of God of Papua New Guinea within their District between Conferences. Some specific responsibilities within this function are as follows:

13.5.1 The District Council must process remits for the National and Regional Conference which have come from within their District.

13.5.2 They must effect the decisions of the District Conference.

13.5.3 In accordance with the Constitution and the By-Laws, they must examine applicants for Permits, Licences and Certificates from within their own District, and either issue Workers Permits themselves, or send their recommendations on to their Regional Council for them to issue Pastor’s Licences or Probationary Certificates or send their recommendations on to the National Executive Council for them to issue Pastor’s Certificates. They can also revoke these Permits or recommend that the Regional Council or the National Executive Council revoke these Licences and Certificates.

13.5.4 The District Council can conduct its meetings provided there are three members present if the total membership is five, and four members present if the total membership is seven.

14. SUB DISTRICTS

14.1 District Council will designate groups of local Assemblies from local areas to work together to facilitate the spiritual development and well being of the Assemblies in that area. These groups of Assemblies shall be known as Sub-Districts. The Sub-District shall not have power over local Assemblies, and themselves shall be under the control of the District Council.
14.2 Each Sub-District shall have its own Steering Committee. Each year, all Pastors within that Sub-District with either a Pastor's Certificate, Licence or Worker Permit shall meet to elect their Steering Committee. They shall elect a Chairman, a Secretary and 3 other members. The Sub-District treasurer may be a member of the Sub-District Steering Committee, or they may appoint a member of Assemblies of God of Papua New Guinea. When the Treasurer is not a member of the Steering Committee, he will attend the Steering Committee meetings at the request of the Steering committee as financial adviser. When he is with them, he will not have a vote.

14.2.1 The District Superintendent has the right to attend and vote at all meetings of the Steering Committee. If he is unable to attend, he may appoint another District Council member to replace him.

14.2.2 The Sub-District Secretary shall send copies of minutes of all Steering Committee meetings to the District Council.

14.3 The main responsibilities of the Sub-District is as follows: Programs for Conventions and visiting ministry, supervise Evangelism, Bible teaching and Lay-leadership Training.

14.3.1 When they wish to carry out evangelism or other ministry outside their own Sub-District, they should get permission from the Sub-District they wish to work in, or from the District Council first.

14.4 Should they so desire, Sub-Districts may appoint people to supervise and carry out specific functions within their jurisdiction.

15. LOCAL ASSEMBLIES

15.1 The conditions for recognizing a local Assembly as a Member Assembly of the Assemblies of God of Papua New Guinea are set out in Articles 5 and 6 of the Constitution. When the National Executive Council has given a Certificate of Membership to an Assembly according to these provisions, then this Assembly shall be sovereign in all things which do not cause problems or otherwise interfere with the work of any other Assembly, District, Region or the Church in general.

15.2 In order for a Local Assembly to remain within the Assemblies of God of Papua New Guinea, they must comply with the following conditions:

15.2.1 They must abide by the Constitution and its By-Laws.

15.2.2 They must work in co-operation with the District, Regional and National Executive Councils and with other member Assemblies.

15.2.3 They must contribute the amount of money to the District, Regional and National Conferences as was agreed to by the National Conference. This money will be used to carry out the work of the Assemblies of God of Papua New Guinea.

15.3 If an Assembly does not abide by the Constitution and its By-Laws, then the National Executive Council shall judge the behaviour of that Assembly. Depending on what they find, they can recall their Certificate of Membership thereby cancelling their membership in the Assemblies of God of Papua New Guinea. Should this happen, and that Assembly be dissatisfied with the judgement of the National Executive Council, then they can appeal to the National Conference to judge the case again. The decision of the National Conference shall be final.

15.4 All local Assemblies must agree to adopt the Assembly By-Laws which have been endorsed by the National Conference. But each Local Assembly may change some parts of them if these parts do not really help the work of God in their area.
15.5 When an Assembly wishes to apply for Membership and a membership Certificate, then they shall apply in writing. In this application, they must be say they have met the following conditions:

15.5.1 They have 12 or more members in their Assembly who are over the age of 17 years.
15.5.2 They have appointed a Pastor or Worker in charge.
15.5.3 They have appointed a Secretary and a Treasurer.
15.5.4 They have become familiar with the Constitution, its By-Laws and especially the Beliefs of the Church as listed in the Constitution, and they have agreed to abide by all of these.
15.5.5 When they had their meeting to decide to become a member Assembly of the Assemblies of God in Papua New Guinea, 3 out of 4 of all of their members were in agreement.
15.5.6 They have agreed to accept the Assembly By-Laws. (Which they can change for local conditions if they so desire)

15.6 If an Assembly's membership declines to such a degree that they no longer have the required 12 members, then the National Executive Council, in consultation with the responsible District Council shall decide what to do. If they want to, the National Executive Council can decide to limit the authority of that Assembly. In that case, the District Council responsible for that Assembly shall take the oversight of that Assembly until their membership has regained the required 12 members.

16. THE MINISTRY

16.1 CHRISTIAN WORKER’S PERMIT

16.1.1 Each District Council (or Regional and National Executive Council in unformed Districts) has the right to issue Christian Worker’s Permits to members of their Assemblies, if they have seen the following qualities in that person's life:

16.1.1.1 He has received the Baptism in the Holy Spirit and preaches with God’s power.
16.1.1.2 He has the blessing of God on him and his work.
16.1.1.3 He wants to apply himself to the ministry which the Lord has given him.
16.1.1.4 His Pastor and the other Christian from his Assembly are all impressed with his good reputation, and have observed that he lives up the Scriptures.
16.1.1.5 He has declared that his beliefs are the same as the Articles of Faith in Article 4 of the Constitution, and that he will abide by the Constitution.

16.1.2 If a District Council wishes to issue a Workers Permit to a member from another District who has just come to their District. They must first make enquiries from that member’s previous District. If they are in agreement, then he can be issued with a Worker’s Permit. However, if he has been in the new District for 12 months, then there is no further worry: the District Council from his new District can make their own judgement.
16.2 PASTOR'S LICENCE

16.2.1 Each Regional Council may issue a Pastor's Licence to a worker if he has applied to his District Council and received their recommendation. When the District Council are considering his application, they should consider the following: If they can answer "yes" to each, then they may give their approval. Where there is no Regional Council, the National Executive Council may issue this.

16.2.1.1 He has held a Worker's Permit for one year.

16.2.1.2 He has the blessing of God on him and his work.

16.2.1.3 He wants to apply himself to the ministry which the Lord has given him but does not intend to work full time in the ministry.

16.2.1.4 The District Council must state how much time he has spent in Bible School. If the Regional Council considers this to be insufficient, they may request him to do some additional Bible training before they issue him with a Pastor's Licence. Normally two years of full time Bible School or equivalent would be considered to be sufficient.

16.3 PASTOR'S CERTIFICATE

16.3.1 PROBATIONARY CERTIFICATE

16.3.1.1 Each Regional Council may issue a Probationary Pastor's Certificate to a worker if he has applied to his District Council and received their recommendation. When the District Council are considering his application, they should consider the following: If they can answer "yes" to each, then they may give their approval. Where there is no Regional Council, the National Executive Council may issue this.

16.3.1.1.1 He has held a Worker's Permit for one year.

16.3.1.1.2 The Lord has obviously called him to the ministry for which reason he really applied himself to the work while he had a Worker's Permit. And now he wants to give himself wholly to the work given him and so intends to work full time in the ministry.

16.3.1.1.3 The District Council must state how much time he has spent in Bible School. If the Regional Council considers this to be insufficient, they may request him to do some additional Bible training before they issue him with a Probationary Pastor's Certificate.

16.3.2 PASTOR'S CERTIFICATE (Ordination)

16.3.2.1 At their own discretion, the National Executive Council may invite men with Probationary Pastor's Certificates or men with Pastor's Licences who are now willing to enter the ministry fulltime, to apply for ordination. The term "fulltime" in this context means that the person doesn't have other fulltime work, such as regular employment, and he does not have other involvement or interest which takes priority over the work of the Lord.

Following on from this definition, if an ordained Pastor is intending to contest Provincial or National Elections, then he must return his Pastor's Certificate to the National office of the church prior to nomination. After surrendering his Certificate, if he wishes to apply to his District or Region for a Worker's Permit or Pastor's Licence, that is a matter for him and the District or Region.

The National Executive Council must consider the following guidelines when considering a person for ordination:
16.3.2.1.1 He has held a Probationary Pastor's Certificate (or Pastor's Licence) for two years.

16.3.2.1.2 He has demonstrated that he has given and intends to completely give himself to this work. He will not let anything hold him back from the ministry of the Gospel.

16.3.2.1.3 His Regional Council recommend him for ordination.

16.3.2.2 A Person who receives a full Pastor's Certificate receives the highest level of responsibility and privilege which the Church can confer on Ministers. For that reason, their whole life and ministry must be exemplary and be in accord with the requirements of Scripture. (1 Tim. 3:1-7; 1 Tim. 4:1-16; 2 Tim. 2:1; 1 Thess. 5:12:22)

16.3.2.3 At the discretion of the National Executive Council, they may approve some ordained Pastors to apply to the Government for registration to be able to perform Marriages according to both Church and civil laws, in the church.

16.4 REGULATIONS REGARDING CREDENTIALS

16.4.1 Worker's Permits, and Pastor's Licences and Certificates are valid for two years. They will expire on 31st December of the second year of their issue. At the beginning of every second year the issuing Council shall review each case and if approved, then their Secretary shall issue new ones.

16.4.2 If a Worker or Pastor is found guilty of sin or teaching contrary to the Church Constitution, then the leaders shall abide by the provisions of 14.5 in the General By-Laws and correct the problem.

16.4.3 At the discretion of a given Regional Council, they may issue a Pastor's Licence or Probationary Certificate to a man who has not previously held a Worker's Permit, if they have seen that his work has been equivalent to that of a person with a Worker's Permit. The same applies to a worker coming from some other Pentecostal Church that does not issue Worker's Permits, but they will need the recommendation of his District Council.

16.4.4 If a fully certificated Pastor or equivalent from another Pentecostal Church joins us with a good recommendation from his own church, then at their discretion, the National Executive Council may grant him a Pastor's Certificate. This would also apply to credentialled missionaries serving with the Assemblies of God in Papua New Guinea from sister fellowships. But no person may hold Certificates from two Churches.

16.5 DISCIPLINE

If a Worker or Pastor is found guilty of sin or teaching contrary to the Church Constitution, the nearest District Superintendent, or the supervisor of the Pastor must go to see that person to examine the allegations. If there is no District Superintendent or supervisor, then the Regional or National Superintendent is able to take that role. If the allegations prove to be true, then he shall bring a report to the District Council, or that person's supervisors, and that group then shall proceed to correct the situation and proceed with discipline.

16.5.1 In all of this they shall take notice of the conditions of the Church Constitution and its By-Laws, as well as considering Scriptural instructions, especially those found in Matthew. 18:15-17; 1 Tim. 5:19-20; 1 Cor. 5 and Gal. 6:1.

16.5.2 If the allegations are serious and prove to be true, then the District Council or that person's supervisors shall make a recommendation to the Council which issued his Permit or Licence or Certificate so they can recall that recognition.
16.5.3 In cases involving allegations against an ordained Pastor, the National Executive Council reserves the right and responsibility to initiate investigations and take steps to determine the validity of the allegations, or otherwise, and to act accordingly.

16.5.4 The National Executive Council may, at its discretion, in cases of serious allegations involving the conduct of an ordained Pastor, suspend his Pastor's Certificate pending full investigation and final decision.

17. NOTICES OF MOTION

17.1 A person with the right to vote in a National Conference or Council or committee is able to give a notice of motion. The laws for putting such notices of motion are as follows:

17.1.1 The member wishing to give the notice of motion shall advise the chairman of his intention while the meeting is still in progress. He will then read out the motion he is intending to move at the next meeting. He will also give the Secretary a signed dated copy of the motion.

17.1.2 When the Secretary, in accordance with these By-Laws, is sending out the agendas and notices about the next Conference or meeting, he will include the detailed notice of motion.

18. AUDITOR

18.1 A qualified Auditor shall examine the accounts of the National Conference annually. He shall be appointed by the National Executive Council to inspect the books and accounts of the National Conference and to report on the annual Financial Statement prepared by the National Treasurer.

18.2 The Auditor shall be engaged to carry out the annual audit in accord with auditing convention. He shall not hold office as Auditor otherwise.

19. COMMON SEAL

19.1 The National Secretary will be custodian of the common seal of the Assemblies of God of Papua New Guinea. This seal will be a rubber stamp bearing the words: "Common Seal of the Assemblies of God of Papua New Guinea Inc."

19.2 The National Executive Council only shall give permission to use the Common Seal on any papers or documents. When it is used, two members of the National Executive Council or one member and the Public Officer shall sign the document as well.

20. AMENDMENT OF BY-LAW

20.1 The National Executive Council has the right to amend these By-Laws of the Church Constitution on behalf of the National Conference.

20.2 The following groups can suggest By-Law amendments to the National Executive Council: Individual Assemblies, ordained Pastors, District, Provincial and Regional Conferences and Councils, National Conference and the National Executive Council.

20.3 When they vote on an amendment to these By-Laws, three out of every four members must vote in favour of the amendment.
20.4 If the National Executive Council amends these By-Laws with the result that some people dispute the amendment, then those who are disputing their amendment may request that the dispute be referred to the National Conference for a ruling. When the Conference comes to vote on this matter, they shall follow the same procedures as for a change of Constitution. The Conference's decision shall be final.

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