

## **ARTICLE I**

### **NAME AND PURPOSE**

**SECTION 1.1 NAME:** The name of this assembly shall be (Name of Church).

**SECTION 1.2 PURPOSE:** The purpose of this church shall be; the maintenance of public Christian worship; study and preaching of the Bible; the preaching of the Gospel; the administration of the New Testament ordinances; and the spiritual improvement of its members. It is further the purpose of this church to exert as far as possible a moral and Christian influence in the community in which it is located, and a missionary spirit in the world at large.

## **ARTICLE II**

### **ASSOCIATION**

While maintaining its inherent rights to sovereignty in the conduct of its own affairs, this church may voluntarily enter into spiritual fellowship with any churches of like fait

## **ARTICLE III**

### **INTERNAL ORGANIZATION**

This church shall provide for the establishment of such departments, committees and auxiliary organizations as the needs of the work may require. All such organizations shall be subordinate to the church and shall contribute to the harmony and development of the whole. They shall be under the general supervision of the Pastor and Elders. The Pastor shall be an ex-officio member of all departments, committees and auxiliaries.

## **ARTICLE IV**

### **FINANCES**

Funds for the maintenance of the church shall be provided by the voluntary contributions, tithes and offerings of the members and friends of the church or by any other means or source consistent with the principles, moral standards and tax-exempt status of this church. Funds shall be accepted by the church at such times and in such ways as agreed upon by the Pastor and Elders and shall be administered by the Treasurer under their direction (Mal. 3:10; Luke 6:38; I Cor. 16:1; II Cor 9:6-8).

## **ARTICLE V**

### **OFFICES**

**SECTION 5.1 PRINCIPAL OFFICE:** The corporation ("The Church") shall maintain a principal office in (Name of County, State).

**SECTION 5.2 OTHER OFFICES:** The church may also maintain offices at such other place or places, either within the State of (Name of State), as may be designated from time to time by

the Board of Directors (Board of Elders) where the business of the church may be transacted with the same effect as though done at the principal office.

## **ARTICLE VI**

### **MEMBERSHIP**

**SECTION 6.1 GENERAL MEMBERSHIP:** The membership of the church shall consist of those persons who have been received by the church upon the recommendation of the Pastor and the Board of Elders.

**SECTION 6.2 CHARTER MEMBERS:** All those who meet the Scriptural standards for membership whose names appear on the original membership roll of (Name of Church) shall be known as charter Members and included in the General Membership.

**SECTION 6.3 INACTIVE MEMBERSHIP:** Enrolled members who shall without good cause absent themselves from the services of (Name of Church) for a period of three consecutive months or more shall be placed upon the inactive Membership Roster. If a member ceases to contribute of their means to (Name of Church), if they shall be under charges for misconduct, or if they willfully continue in sinful or worldly practices, they shall be considered as Inactive Members immediately and shall lose their voting privileges until they are restored by the action of the Board of Directors.

**SECTION 6.4 ASSOCIATE MEMBERSHIP:** All persons who regularly attend (Name of Church), who give testimony and evidence of their faith in the Lord Jesus Christ, who would like to be considered a definite part of the fellowship of (Name of Church) will be known as Associate Members. Associate Members will not have the power to cast a vote in the legal business meetings of the church; however, they shall be considered an intimate part of the church's program.

**SECTION 6.5 JUNIOR MEMBERSHIP:** Persons under eighteen years of age who meet the qualifications of membership, and who shall voluntarily relinquish their privilege to vote until they reach eighteen shall be junior members of the Church.

**SECTION 6.6 STANDARD OF MEMBERSHIP:** The standard of membership of (Name of Church) shall be:

- (a) Evidence of a genuine experience in regeneration (the new birth) (John 1:12,13; 3:3-8 | Peter 1:18-25).
- (b) Evidence of a consistent Christian life (Rom. 6:4, 8:1-4; 13:13,14; Eph. 4:17-32; Eph. 5:1,2,15; I John 1:6,7).
- (c) To fully subscribe to the tenets of faith as set forth in the bylaws of the Church.
- (d) Willingness to contribute regularly to the support of the Church according to his or her ability.
- (e) Be 18 years of age or older.

**SECTION 6.7 RECEPTION OF MEMBERS:** Persons desiring to become legal members of (Name of Church) shall make the fact known to the Pastor, who shall examine the applicant according to the standard of membership. The Pastor shall present the names of those who apply for membership with his recommendation to the Board of Elders who shall act upon said recommendation and render a final decision. All persons who shall meet the membership requirements and have been passed on favorably shall be received publicly at any of the regular services and their names shall be inscribed on the roster of (Name of Church).

**SECTION 6.8 DISCIPLINE:** Any member of (Name of Church) who shall willfully absent himself from the regular services for a period of three consecutive months, or who shall be under charges, shall be temporarily suspended from active voting membership pending investigation and final decision in his case.

Unscriptural conduct or doctrinal departure from the tenets of faith held by (Name of Church) shall be considered sufficient grounds upon which any person may be disqualified as a member (Matt. 18:15-18; Rom. 16:17,18; I Cor. 5:11; Gal. 1:8,9; Titus 3:1-15). Any departure from the tenets of faith will be decided upon by the Pastor and the Board of Elders and their decision of the matter shall be absolute and final. The incumbent shall have no further recourse.

**SECTION 6.9 WITHDRAWAL OR TRANSFER:** Members in good standing, who may wish to sever their relationship with (Name of Church) or who may desire to be transferred to some other congregation, may apply to the Secretary for a letter, which shall be granted on the approval of the Pastor and Board of Elders, said letter to be signed by the Pastor and Secretary of (Name of Church).

**SECTION 6.10 REVISION OF MEMBERSHIP ROLL:** The Pastor and Board of Elders shall be authorized to revise the membership roll of the Church annually, and to remove from the list of active members all names of those who may have become deceased during the year, together with the names of those who may have withdrawn from the fellowship or otherwise have ceased being members according to the terms of these bylaws.

## **ARTICLE VII**

### **CHURCH GOVERNMENT**

**SECTION 7.1 OFFICERS:** The officers of (Name of Church) shall consist of a President, a Vice-President, a Secretary and a Treasurer (or Secretary/Treasurer). These officers shall be Elders of the Church. The Pastor shall be the President of the corporation.

**SECTION 7.2 PASTOR/PRESIDENT:** The Pastor is President of the corporation, an Elder of the church, and shall hold office until his death, resignation or removal as provided in these bylaws. He is the spiritual overseer of the church and shall direct all its activities. He shall preside at all business meetings of the church and shall be an ex-officio member of all committees and departments.

**SECTION 7.3 VACANCY OF PASTORATE:** If the Pastorate becomes vacant, the Board of Elders will act as a Pulpit Committee and proceed as follows:

- (a) The Pulpit Committee must first contact the Pulpit Committee of (Name of Fellowship) and seek their recommendations. Their recommended candidate must meet the approval of two-thirds of the membership of the Pulpit Committee and be confirmed by a two-thirds majority vote of the quorum at a duly called meeting of the membership of (Name of Church). Then an invitation to fill the pastorate can be made by the Pulpit Committee.
- (b) If no suitable candidate is recommended by (Name of Fellowship) the Pulpit Committee shall be free to consider other candidates and proceed as set forth above.

**SECTION 7.4 RESIGNATION/REMOVAL OF PASTOR:** The appropriate committee or representative of (Name of Fellowship) shall have the right to discipline and/or declare the pastorate vacant for any just cause. Declaration or discipline shall be communicated to the Board of Elders of (Name of Church), upon receipt of which a thirty day reconciliation period shall commence. If the Pastor, Board of Elders and appropriate committee or representative of (Name of Fellowship) is unable to reach an agreement on disposition, then the declaration of vacancy must be confirmed by a two-thirds majority vote of the quorum of a duly called meeting of the membership of (Name of Church). If the Pastor wishes to resign, he shall give the Board of Elders thirty days notice before vacating the pulpit, and should the Pastor be requested to resign, he shall be given thirty days to vacate the pulpit or shall be paid thirty days salary in advance.

**SECTION 7.5 PASTOR COMPENSATION:** The Pastor shall be supported according to his needs, either by free-will offerings or by stated allowance as shall be decided upon by the Board of Directors in its regular business sessions. It is expected that every member shall decide before God what he or she can and will give cheerfully to the support of the Lord's work at home and in the foreign field. The compensation package shall be reviewed annually by the Board of Directors (Malachi 3:10; I Corinthians 16:1,2; Romans 12:8).

**SECTION 7.6 PASTORAL ASSISTANTS:** Pastoral Assistants may be appointed as deemed advisable by the Pastor and the Board of Directors. Pastoral Assistants may be appointed by the Pastor after receiving prior approval of each such appointment from the Board of Directors. The Board of Directors shall determine the amount of compensation for each Pastoral Assistant and the compensation package shall be reviewed annually by the Board of Directors. Pastoral Assistants may be dismissed by the Pastor at any time, with or without cause and without the necessity of approval by the Board of Directors. Whenever possible, the Pastor will give thirty days notice of dismissal to the Pastoral Assistant. If that is not possible or deemed unadvisable, the Pastoral Assistant may be given thirty days salary in advance.

**SECTION 7.7 VICE PRESIDENT:** The Vice-President of the corporation shall also be an Elder. He shall be nominated by the Pastor and shall be confirmed by the church membership at the annual meeting. He shall have all the powers and perform all the duties of the Pastor in case of the temporary absence of the Pastor or in case of his temporary inability to act.

**SECTION 7.8 SECRETARY:** The Secretary shall also be an Elder. He shall be nominated by the Pastor and confirmed by the church membership at the annual meeting. He shall see that the minutes of all meetings of Members of the Board of Directors, Elders and of any committees are kept. He shall give or cause to be given notices of all meetings for which notice is required by these bylaws.

He shall have charge of all the books and records of the corporation except the books of account and in general shall perform all the duties incident to the office of secretary of a corporation and such other duties as may be assigned to him.

**SECTION 7.9 TREASURER:** The Treasurer shall also be an Elder. He shall be nominated by the Pastor and shall be confirmed by the church membership at the annual meeting. The treasurer shall have general custody of all the funds and securities of the corporation except such as may be required by law to be deposited with any state official. He shall see to the deposit of the funds of the corporation in such bank as the Board of Directors may designate. Regular books of account shall be kept under his direction and supervision and he shall render financial statements to the Pastor, Board of Directors and members at proper times. He shall make an itemized report of receipts and disbursements each month to the Board of Directors and provide a copy to each Director. He shall have charge of the preparation and filing of such reports and financial statements and returns as may be required by law. He shall make a summarized financial report to the members at the annual meeting of members. This office may be combined with the preceding, with combined duties as set forth above, under title "Secretary/Treasurer".

**SECTION 7.10 DIRECTORS:** The officers of (Name of Church) shall serve as the Directors of the corporation.

**SECTION 7.11 BOARD OF ELDERS:** The Board of Elders shall be nominated by the Pastor and shall be confirmed by the general membership at the Annual Business Meeting. There shall be not less than three, but not limited to three, Elders. They shall serve for three years, but not limited to three years, with staggered terms such that no more than one-third of the total Board shall have terms expiring in any year. They shall be called upon to examine applications for membership and they shall aid the Pastor and the Directors in the ministry and ordinances of the church. Also they shall:

- Support and carry out vision of (Name of Church)
- Be available for filling the pulpit, teaching, prayer for the sick, etc.
- Attend bi-monthly meetings
- Be financially faithful
- Oversee designated departments

**SECTION 7.12 BOARD OF DEACONS:** The Board of Deacons shall be appointed by the Elders of the Church. Deacons shall serve at the discretion of the Board of Elders, and shall aid the Pastor and Elders in the ministry and ordinances of the church.

**SECTION 7.13 VACANCY OF OFFICES:** The Pastor shall have the authority to declare any office vacant. This action must be ratified by the Board of Elders. Grounds for such action shall be:

- (a) Failure to cooperate with the church's program, ministry and established authority
- (b) Unscriptural conduct
- (c) Doctrinal departure from the tenets of faith
- (d) Any other good and sufficient cause

Any incumbent under charges shall have opportunity for a fair and impartial hearing before the Board of Elders. The action of the Board of Elders shall be considered final and the incumbent has no further recourse.

## **ARTICLE VIII**

### **MEETINGS**

**SECTION 8.1 MEETINGS FOR WORSHIP:** Meetings for public worship shall be held on each Sunday and during the week as may be provided for under the direction of the Pastor.

**SECTION 8.2 ANNUAL BUSINESS MEETING:** Annual meetings of the members of (Name of Church) shall be held on the 4<sup>th</sup> Sunday in September at the church, or at such other date, time and location as shall be designated from time to time by the Board of Directors and stated in the notice of the meeting. At the annual meeting, Members shall confirm officers and other nominees and transact such other business as shall be properly brought before the meeting.

**SECTION 8.3 NOTICE OF ANNUAL MEETING:** Oral notice of the annual meeting shall be given at the morning service on the two Sundays immediately preceding the scheduled date of the meeting. Additionally, written notice stating the place, date and hour of the meeting shall be conspicuously posted at the principal place of worship maintained by the church for at least two weeks immediately preceding the scheduled date of the meeting.

**SECTION 8.4 SPECIAL MEETINGS:** Special meetings of the members, for any purpose, unless otherwise proscribed by statute or by the Articles of Incorporation, may be called by the Pastor and shall be called by the Pastor or The Secretary at the request in writing of a majority of the Board of Elders or active members. Such request shall state the purpose or purposes of the proposed meeting. Notice of such special meeting shall be given in writing to active members at least ten days prior to the scheduled meeting.

**SECTION 8.5 QUORUM:** Except as provided by statute or by the Articles of Incorporation or by the Bylaws of this church, twenty percent (20%) of the Active Members shall constitute a quorum at any annual or special meeting of the members.

**SECTION 8.6 MAJORITY REQUIRED:** The vote of a majority of the General Members present in person shall decide any question brought before such meeting, unless the question is one upon which, by express provision of the statutes or the Articles of Incorporation or Bylaws, a different vote is required, in which case such express provision shall govern.

**SECTION 8.7 WAIVER OF NOTICE:** Attendance of a member at a meeting shall constitute waiver of notice of such meeting, except when the person attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

## **ARTICLE IX**

### **BOARD OF DIRECTORS**

**SECTION 9.1 POWERS:** The business of the corporation shall be managed by its Board of Directors which may exercise all such powers of the corporation and do all such lawful acts and

things as are not by statute or by the Articles or Bylaws directed or required to be exercised or done by the members.

**SECTION 9.2 ANNUAL MEETINGS:** The first meeting of each newly confirmed Board of Directors shall be held immediately following the annual meeting of members. In the event such a meeting is not held, the meeting may be held at such time and place as shall be specified in a notice given as provided below for special meetings of the Board of Directors, or as shall be specified in a written waiver by all the Directors.

**SECTION 9.3 REGULAR MEETING:** Regular meetings of the Board of Director shall be scheduled at least quarterly and may be held without notice at such time and at such place as shall be from time to time determined by the Board.

**SECTION 9.4 SPECIAL MEETINGS:** Special meetings of the Board of Directors may be called by the Pastor or Secretary on one day's notice to each Director, either personally or by mail or by telegram or by telephone; special meetings shall be called by the Pastor or Secretary in like manner and on like notice on the written request of two Directors.

**SECTION 9.5 QUORUM:** A majority of the number of Directors then serving shall constitute a quorum and the concurrence of a majority of those present shall be sufficient to conduct the business of the Board, except as may be otherwise specifically provided by statute, Articles or Bylaws. If a quorum shall not be present at any meeting of the Board of Directors, the directors present may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

**SECTION 9.6 ACTION WITHOUT A MEETING:** Unless otherwise restricted by the Articles or Bylaws of the church, any action required or permitted to be taken at any meeting of the Board of Directors or of any committee may be taken without a meeting – if all members of the Board or committee, as the case may be, consent in writing, and the writing or writings are filed with minutes of the Board or committee.

**SECTION 9.7 WAIVER OF NOTICE:** Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except when the person attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Any Director may waive notice of any annual, regular or special meeting of Directors by executing a written waiver of notice either before or after the time of the meeting.

**SECTION 9.8 PROPERTY TRANSACTIONS:** The Board of Directors shall have power to carry out all of the purposes and powers set forth in the Articles or Bylaws. The Pastor/President and the Secretary (or Secretary/Treasurer) shall have authority to execute any document pertaining to real or personal property transactions as may be required to carry out the purposes of the church, subject to the provisions of the Articles or Bylaws, and any applicable statute.

**SECTION 9.9 QUALIFICATIONS:** Each Director shall be a born-again Christian, an active member of the church in good standing for at least one year (except the original Directors), Spirit-filled, a regular contributor to the support of the church according to his ability, and possessed of those qualifications stated in Acts 6:3 and I Timothy 3:8-13.

**SECTION 9.10 VACANCIES:** Vacancies and newly created Directorships resulting from any increase in the authorized number of Directors may be filled by a majority of the Directors then in office, though less than a quorum, and the Directors so chosen shall hold office until the next annual meeting and until their successors are duly confirmed and qualify, unless sooner displaced.

## **ARTICLE X**

### **PROPERTY AND DISSOLUTION**

All property of the church shall be titled to (Name of Church), a (State) ecclesiastical corporation. (Name of Church) has local legal and financial sovereignty over the purchase, use, sale, lease or mortgage of its property as necessary to accomplish the purpose of the corporation as set forth above. Upon dissolution of the corporation, whether voluntarily, involuntarily or by operation of law, the remaining assets of the corporation, after payment of all debts and liabilities, shall be transferred to such other organizations as qualify as being tax exempt under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended.

## **ARTICLE XI**

### **AMENDMENTS**

These bylaws may be amended by a three-fourths vote of the members of the church who are in attendance at any regular or special meeting called for that purpose, provided due notice of such proposed change shall have been made at the morning worship services on at least two Sundays preceding the time of such meetings, and provided a copy of such proposed change shall have been mailed to each active member at least two weeks in advance to the meeting