

FAITH CHRISTIAN FELLOWSHIP INTERNATIONAL

BY-LAWS

Amended August 17, 2017

ARTICLE I – GOVERNMENT

1.01 The officers of the fellowship shall be:

- a. Bishop
- b. Executive President
- c. Executive Vice-President
- d. Executive Secretary
- e. Executive Treasurer

It is required that no person hold an office until they have been a member of the fellowship in good standing for at least two years.

1.02 Bishop and/or Bishops

- A. The office of Bishop shall be by appointment of the Executive Board for a term of life.
 - a. The first Bishop appointed is the presiding Bishop of the fellowship.
 - b. At no time will there be more than two appointed Bishops.
 - c. The presiding Bishop is always in order of appointment.
 - d. For a Bishop to be appointed by the Executive Board, he must have the approval of the present Bishop.
 - e. The additional Bishop is in training to replace the presiding Bishop.
 - f. For a Bishop to be discharged or removed, the Executive Board must make a unanimous finding that the man is engaged in unrepentant sin, or upon a doctor's advice, his health prohibits him from serving. Upon such a finding, the man shall be removed as Bishop.
- B. The duties of the Bishop shall be to officially represent the fellowship.
 - a. The Bishop may, if he desires, be at all sessions of the Executive Board.
 - b. He is to oversee, train, audit, and review the officers and membership of the fellowship.
 - c. Upon the death or removal of a Bishop, another Bishop shall be appointed by the Executive Board.
- C. **The term of the Bishop is for the life of the appointed Bishop.**

The first Bishop appointed will always be the main Bishop until death, resignation, or overtaking by sin.

1.03 Executive President

- A. The Executive President shall be voted on every **four years** by secret ballot by a majority vote of the membership present during the Annual Business Meeting.
- B. The duties of the Executive President shall be to officially represent the fellowship.
 - a. He shall preside over all sessions of the executive board.
 - b. He shall preside as the president in the deliberation of the annual conference.
 - c. In his absence the Executive Vice-President shall preside.

- d. In the event of death, resignation, or disability of the Executive President, the Executive Vice-President shall succeed to office.

1.04 Executive Vice-President

- A. The duties of the Executive Vice-President shall be those that are specifically delegated to him by the Executive President and the Executive Board
- B. The Executive Vice-President shall be elected biennially by secret ballot by a majority vote of the membership present during the Annual Business Meeting.

He/she shall hold office until his successor is elected. **(Two years)**

1.05 Executive Secretary

- A. The duties of the Executive Secretary shall be to maintain accurate records of the proceedings of the fellowship.

The Executive Secretary is also to maintain a complete membership of ministers, missionaries, and churches.

- B. The Executive Secretary shall be elected biennially by secret ballot by a majority vote of the membership present during the Annual Business Meeting.

He/she shall hold office until his successor is elected. **(Two years)**

1.06 Executive Treasurer

- A. The duties of the Executive Treasurer shall be the supervision of all financial records of the fellowship, and any other designated responsibilities by the executive president.

He will act as president of the finance committee.

- B. The Executive Treasurer shall be appointed to office by the Executive President for a **four-year term**.

1.07 Vacancy

In the event that a vacancy occurs in any other office, the Executive Board shall appoint an immediate successor to fill the office until the annual conference.

1.08 Elections

- A. All elections shall be held during the Annual Business Meeting of *FCFI*.
- B. Nominations and Elections shall be held according to the current "Nomination and Election Policy" established by the Executive Board.

ARTICLE II – BOARDS

2.01 Executive Board

- A. An Executive Board member shall be selected at each annual conference.

- 1. The Executive Board shall consist of no more than eight members.

They shall include:

- a. The five elected Executive Officers
- b. Three other Trustees from the constituency shall be appointed by the Executive Board.

- B. The duties of the Executive Board shall include the administrative responsibilities of the fellowship.

- a. They shall approve all applications for membership.
Annual membership fees shall be established by the Executive Board.
- b. It shall be their responsibility to take care of all business not specifically given to another board or officer.
- c. They shall prepare an order of business, a proposed budget, and an agenda for the annual conference.
- d. They shall be authorized to create, establish, or appoint any other necessary boards or committees for proper execution of the business work and ministry of the fellowship.
- e. They shall administer all necessary disciplinary action, including the exclusion of members.

2.02 Trustee Board

- A. The Trustees of this corporation shall be three in number, appointed by the Executive Board at the annual meeting.
 - a. Their term of office shall be for **three years** with staggered appointments assuring that not all trustee board members will be replaced in the same year.
- B. The duties of the Trustee Board shall include the specific responsibilities delegated by the Executive Board.

ARTICLE III – DEPARTMENTS

3.01 WORLD MISSIONS DEPARTMENT

- A. A World Missions Department shall be established by The Fellowship for the purpose of gathering and making available to the members of The Fellowship accurate information concerning all phases of missionary activity and to seek ways to further the cause of world missionary endeavors.
- B. The Executive Board shall appoint a department chairman for a three year term. The chairman may or may not be a member of the Trustee Board and will serve under the supervision of the Executive Board.

In the event that a vacancy occurs in the office of World Missions Department Chairman the Executive Board shall appoint a successor to fill the office to complete the unexpired term.

- C. The Executive Board has established a World Missions Department Policy and it will be adhered to until said policy is amended.

3.02 EVANGELISM DEPARTMENT

- A. An Evangelism Department shall be established by The Fellowship for the purpose of emphasizing and promoting the ministry of evangelism and to promote harmony and understanding between evangelists and pastors.
- B. The Executive Board shall appoint a department chairman for a two year term. The chairman may or may not be a member of the Trustee Board and will serve under the supervision of the Executive Board.

In the event that a vacancy occurs in the office of Evangelism Department Chairman the Executive Board shall appoint a successor to fill the office to complete the unexpired term.

- C. The Executive Board has established an Evangelism Department Policy and it will be adhered to until said policy is amended.
- D. The Fellowship recognizes the ministry of an Evangelist as an office set in the Church and therefore they should be encouraged. For the purposes of harmony, all pastors and evangelists are advised to have an agreement on all matters pertaining to projected campaigns.

3.03 YOUTH DEPARTMENT

- A. The Fellowship shall establish a Youth Department for the purpose of promoting the youth of The Fellowship in the development of their spiritual lives, ministries, and the implementation of the national fellowship among our youth.
- B. The Executive Board shall appoint a Youth Department Chairman for a three year term. The chairman may or may not be a member of the Trustee Board and will serve under the supervision of the Executive Board.

In the event that a vacancy occurs in this office, the Executive Board shall appoint a successor to fill the office to complete the unexpired term.

- C. The Executive Board has established a Youth Department Policy and it will be adhered to until said policy is amended.

ARTICLE IV – COMMITTEES

4.01 Committees shall be appointed as needed in an advisory capacity to the Executive Board.

They shall be as follows:

- a. Committee on Membership (Executive Secretary to be chairman).
- b. Committee on Finance (Executive Treasurer to be chairman).
- c. Committee on Publications (Executive Board member is to be appointed by the Executive President to serve as chairman of this committee).
- d. A Conference Committee may be appointed annually by the President for the purpose of planning and preparing the annual conference.

ARTICLE V – LOCAL, REGIONAL, & NATIONAL MEETINGS

5.01 All local meetings that represent *FCFI* shall be set up under the authority and approval of the Executive Board.

5.02 All regional and international meetings shall be under the authorization and approval of the Executive Board.

ARTICLE VI – ANNUAL CONFERENCE

6.01 The time and place of the annual conference shall be set in a timely manner prior to the conference.

- a. It shall be the responsibility of the Executive Board to set the date, time and place for the annual conference.
- b. Any other meetings of the fellowship shall be called by the Executive Board and the constituency must be given 45 days' notice in writing of special meetings.

ARTICLE VII – MEMBERSHIP

7.01 There shall be three classes of membership in *FCFI*:

1. Individual Membership

- a. Ordained
- b. Licensed
- c. Helps/Support Minister
- d. Minister in Training

2. Organizational Membership

- a. (Under *FCFI* IRS 501c3)

Comprehensive Charter Member (CCM), which requires an Ordained Minister or an Officer of the organization.

If an individual registers more than one Comprehensive Membership they are required to submit only one individual membership fee.

- b. (Have their own IRS 501c3)

Inclusive Charter Member (ICM), which requires an Ordained Minister or an Officer of the organization.

3. Business/Market Place Membership

Background Check fee for all new applicants will be set by the Executive Board.

7.02 In order to become a member of the fellowship, a membership application, with the appropriate membership fees attached, must be submitted to the Executive Board for approval. A Membership Card will be given to every approved applicant. There is a special application for each of the memberships.

7.03 International Member

An international person, who does not have a previous relationship with a current member of the fellowship, must complete the following requirements before consideration of acceptance.

1. They must supply a picture of his/her church and congregation or organization.
2. They must supply a letter with a minimum of 20 signatures on it declaring him/her to be their pastor or leader.
3. They must supply their ordination or licensing credentials if applicable.

7.04 Voting (Must follow the Adopted Nomination and Voting Procedure Policy)

- a. Voting constituency present at the annual conference shall include minister member, missionary member, one vote for a business/market place member, and one vote for each member church. There will be no absentee or proxy voting.

Said church and business /market place member vote shall be cast by a duly appointed registered delegate.

Delegate letter must be submitted on ministry letterhead and signed by a board member of the ministry.

- b. Training memberships are not voting members.

ARTICLE VIII – EXCLUSION FROM THE FELLOWSHIP

8.01 Any member of *FCFI* (whether an individual, a church, a missionary, or any other type of organization) may be removed as a member for the following reasons:

1. Those that reject a part or whole of the doctrine of Christ. (*II John 9-11*)
2. Those guilty of immorality. (*I Corin. 5:9-11*)

3. Those that are unruly or walk disorderly. (*II Thes. 3:6-13*)
4. Those that cause division. (*Rom. 16:17*)
5. Domineering quarrelsome and sectarian leaders not to be followed. (*III John 9-10*)
6. Those that defile their separation from the world. (*Jas. 4:4, Rev. 2:20-22*)
7. Those who do not obey our statement of faith.
8. Failure to comply with the provisions of these By-laws.
9. Failure to pay membership fees as required by these Bylaws.

Any member who fails to pay membership fees as required by these By-laws shall be automatically removed and excluded as a member of **FCFI** if said member has not paid such fees within thirty (30) days after notice of non-payment is sent to them by the fellowship. Notice shall be in writing and addressed to such member at his or its last address shown on the records of **FCFI**.

8.02 Exclusion procedure shall be as follows:

Any member of **FCFI** (whether an individual or a church, a missionary or any other type of organization) may be removed as a member of **FCFI** for any of the reasons set forth in 8.01 subparts 1– 9. It is recognized that the items specified in subparts 1–7 are Biblical in nature and may be subject to varying interpretations. In the event of a disagreement as to whether any action, conduct, behavior, or omission falls within any of the categories specified in 8.01 the disagreement shall be settled by the determination and interpretation of the Executive Board in its sole and absolute discretion, and any such determination by the Executive Board shall be final and non-appealable.

ARTICLE IX – CREDENTIALS

9.01 Ordination and Licensing

Applicants must be a member in good standing with FCFI and submit prescribed application for credentials along with any set credential fee.

The Executive Board may ordain and/or license ministers of the gospel after first examining the applicant's background, moral and religious character, and the course of study pursued by the applicant. Final determination shall be in the sole discretion of the Executive Board. Ordination and licensing of ministers shall be according to the regulations set by the Executive Board from time to time. The President will have full veto power of all candidates and must approve all applications.

9.02 Special Credentials

The Executive Board may ordain or license ministerial applicants including but not limited to the following:

1. Fivefold ministry gifts (apostles, prophets, evangelists, pastors, teachers)
2. Minister In Training
3. Helps/Support Minister
 - a. Music Minister
 - b. Children's Minister
 - c. Youth Minister
 - d. Minister of Christian Education
 - e. Administrator
 - f. Minister of Visitation (prisons, hospitals, convalescent homes, etc.)
 - g. Chaplain
 - h. Exhorter

All such ordinations or licenses shall endow the minister with specific ecclesiastical powers given to them by the Corporation and its governing Board, as well as a letter defining these minister's terms, powers, duties, and relationship to the Corporation. These ordination credentials shall expire on the 31st day of December and are renewable (the renewal process being completed such that credentials begin the first day of January of each year). Credentials shall also expire upon death, resignation, non-renewal, revocation, or upon decision of the Executive Board. A minister's credentials may be suspended or revoked in the sole discretion of the Executive Board in accordance with ecclesiastical rules and regulations adopted by the Corporation.

9.03 Applications

Applications for ordination and/or licensing as a minister of the gospel shall be on the form provided by the Executive Board. Approved applicants shall receive a certificate signed by the President of the Corporation on a form approved by the Executive Board and will receive a ministerial card adopted by the Executive Board.

9.04 Credential Fee

A credential fee, and a yearly credential renewal fee, will be set by the Executive Board.

ARTICLE X – FINANCES

10.01 The Executive Treasurer shall be responsible for all of the financial records.

- a. The financial records shall be set up under the authority of the Executive Board.
- b. All financial records and books shall be kept at the general office of the fellowship.
- c. An annual report shall be made to all members of the fellowship. The books of account (excluding personal donations), shall be open to inspection by any member in good standing at all reasonable times.
- d. The travel expenses for members of the Executive Board and the Trustee Board shall be remunerated for business relating to the fellowship.

This is the only remuneration that an officer or board member is to receive.

10.02 Missionary Support Policy

In order for a local or overseas missionary to receive support from Faith Christian Fellowship International the current written policy of the Executive Board must be met before there is any consideration for support.

ARTICLE XI – DISCIPLINE

11.01 Any scriptural charge against a member must be made in writing to the Executive President. Any action must be made by the President with the Executive Board, in consultation with the Bishops.

ARTICLE XII – PARLIAMENTARY LAW

12.01 Parliamentary law shall be used in all questions concerning procedure of the conference. Parliamentary law shall be the authority used by the Bishop and presiding officers and by the conference unless the Constitution or By-laws clearly makes an exception.

ARTICLE XIII – LOCAL CHURCHES

- 13.01** Local churches who qualify for affiliation with *FCFI* according to the provisions set forth on the Membership Application will receive a membership certificate identifying them as “Affiliated with *FCFI*.” These certificates are renewable annually on a calendar year basis.
- 13.02** Local churches must conform to the fellowship principles and procedures as set forth in the Constitution and By-laws.
- 13.03** Affiliated charter churches who desire recognition as a tax exempt, non-profit organization with the United States Internal Revenue Department must adhere to required articles and/or provisions set for by the United States Internal Revenue Service.
- 13.04** The churches of the *FCFI* shall provide the national office of *FCFI* with one copy of their Constitution and By-laws and one copy of their State Charter. The local church shall have the privilege of making additional rules and regulations for the local church administration, but they must contain the vital provisions set forth in these By-laws.
- 13.05** The local churches may license and ordain ministers.
- a. Such licensed and ordained ministers shall primarily be the responsibility of the local pastor and church that confers said licensing or ordination.
 - b. The national body retains the right to recognize or withhold recognition for immorality or departure from the doctrine of Christ
- 13.06** The fellowship desires to encourage all men and women called of God to fulfill their ministry. It does not sit in judgment of those who have made mistakes, but leaves them with God. If, however, their past has become seriously controversial, the fellowship counsels them in the spirit of Christ to quietly pursue their ministry as God leads and helps them, and to do nothing to cause themselves to become a further issue or matter of controversy, trusting that in the course of time, God will heal the wounds and scars.
- 13.07** It is strongly recommended that when situations requiring discipline arise that ministers and churches follow the Biblical method laid down by Christ and that every effort be put forth to secure reconciliation. But if all else fails, then Biblical discipline should be in order.
- “Moreover if thy brother shall trespass against thee go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established, and if he shall neglect to hear the church, let him be unto thee as an heathen man and a publician.” “Verily I say unto you, whatsoever ye shall bind on earth shall be bound in heaven; and whatsoever ye shall loose on earth shall be loosed in heaven. Again I say unto you, that if two of you shall agree on earth as touching any thing that they shall ask, it shall be done for them of my Father which is in heaven.” (Mt. 18:15-19)*
- 13.08** Sovereignty and ethics of the local church are noted in Article VI – Relationship in the Constitution. Ministers and Evangelists shall be perfectly free to go to all cities and places where God may lead them.

ARTICLE XIV – AMENDMENTS

- 14.01** The By-laws of the fellowship may be amended in the following manner:
The Executive Board shall appoint an “Amendment Committee” to formulate any and all proposed amendments.
- a. The proposed amendments to the By-laws shall be sent in writing to the Executive Board members two weeks preceding a special called meeting of the Executive Board to act upon the proposed amendments to the By-laws.
 - b. The approved proposed amendments of the By-laws by the Executive Board shall be presented to the voting membership at the Annual Business Meeting for consideration.

14.02 These By-laws shall not be changed and/or amended unless the proposed changes or amendments are offered at the first session of the Annual Fellowship Conference and lie over to the subsequent day, and then, be presented to the voting membership in attendance at the Annual Business Meeting for consideration. A two-thirds majority vote is required for action and acceptance.

These By-laws were adopted as printed by the membership of *FCFI* on the **17th day of August, 2017**, and the following signatures are fixed to these Articles with the Corporate Seal.