

FCA Bylaws (USA)

The By-Laws of the Fellowship of Christian Assemblies (hereafter, FCA) shall serve to aid in carrying out the objectives of the FCA.

PREAMBLE

The Fellowship of Christian Assemblies (FCA) is an association of autonomous local churches whose ministers, missionaries, and leaders are intentionally committed to:

* Vision

Our common focus is to expedite the fulfillment of the Great Commission.

* Fellowship

Relationships unite churches and leaders, provide impetus for mission, and foster an environment wherein trust is developed and vision cast.

* Ministry

Cooperative endeavors are advanced locally, regionally, nationally, and internationally through the local churches and their representatives.

* Accountability

Organizational structures, cooperative ventures, ministers, missionaries, and leaders are accountable to local FCA church leadership.

PURPOSE

The purpose of the FCA is to enable churches to share in mutual Christian care and practical cooperation in carrying out the Great Commission of our Lord Jesus Christ. The FCA is committed to both local church autonomy and interchurch cooperation as biblical norms for ministry.

STATEMENT OF COMMON BELIEFS

WE BELIEVE:

The Bible to be the only inspired, infallible, and authoritative Word of God.
(John 16:13; 2 Timothy 3:15-17, 2 Peter 1:21; 1 Thessalonians 2:13)

That there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
(Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:18; Luke 3:22; John 14:16)

In the deity of our Lord Jesus Christ,
(John 1:1, 14, 20:28-29; Philippians 2:6-11; Isaiah 9:6; Colossians 2:9)

His virgin birth,

(Matthew 1:18; Luke 1:34-35; Isaiah 7:14)

His sinless life,

(2 Corinthians 5:21; Hebrews 4:15; 7:26-27; 1 John 3:5; 1 Peter 2:22)

His miracles,

(Matthew 4:23; Luke 6:17-19; John 3:2)

His vicarious and atoning death through His shed blood,

(Colossians 1:14, 20; Romans 5:8-9; Ephesians 1:7)

His bodily resurrection,

(1 Corinthians 15:3-4; Luke 24:4-7, 36-48; Revelation: 1:17-18)

His ascension to the right hand of the Father,

(Acts 2:23, 5:30-31; 1 Peter 3:22)

His personal return in power and in glory,

(Acts 1:11; Philippians 2:9-11; 1 Thessalonians 1:10, 4:13-18; John 14:1-3)

That justification by faith in the atonement of Jesus Christ and regeneration by the Holy Spirit are absolutely essential for the salvation of lost and sinful man.

(Romans 3:24-25; John 3:3-7; 1 John 5:11-13; Ephesians 2:1-16; Revelation 5:9; Acts 4:23; 1 Corinthians 6:11)

That the prime agency for the work of God's Kingdom is the local church functioning under the sovereignty of our Lord Jesus Christ. To the church have been entrusted the ordinances of Believer's Baptism and the Lord's Supper.

(Acts 2:41-47, 16:4-5; Matthew 16:18, 28:18-20; Ephesians 1:22-23; 1 Corinthians 12:1; 1 Corinthians 11:23-26)

In the present ministry of the Holy Spirit, which includes: the baptism in the Holy Spirit as a distinct experience from regeneration; His indwelling whereby the Christian is enabled to live a godly life; His supernatural gifting and empowering of the church for its work, life and worship.

(Luke 24:49; Acts 1:4-8, 2:1-4, 10:44-46; 1 Corinthians 12, 14)

In the return of Jesus Christ, to consummate His Kingdom in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation.

(John 5:28-29; Mark 14:62; 2 Thessalonians 1:2-10; Revelation 1:5-7; 20:4-5, 11-12)

In the spiritual unity of believers in our Lord Jesus Christ.

(John 17:11, 21-23; Romans 12:4-5; Ephesians 4:11-16)

In a lifestyle and practice of ethical conduct and integrity consistent with the character of Jesus Christ and biblical standards.
(Romans 12:1-2; 1 Corinthians 6:9-10; Galatians 5:19-21; Ephesians 4:13-32; 1 Timothy 3:1-13; Titus 1:5-11; Titus 2:11-13; Titus 3:9-11; 1 Peter 1:13-16)

PART I: ORGANIZATION OF THE FCA

A. Membership

1. Registry. A registry of member churches and individuals shall be kept current by the FCA Board (See Part III.A.3.g.vii..)

2. Availability. Membership in the FCA is available to:

- a. Churches that affirm and uphold the Statement of Common Beliefs and are currently registered with the FCA, each allotted two votes at FCA Business Meetings.
- b. Individuals (ministers and missionaries, active or retired) may be members of the FCA, each with one vote at FCA Business Meetings, provided they maintain membership, with a voting FCA church or are endorsed by two members of the FCA are currently registered with the FCA, and affirm and uphold the Statement of Common Beliefs.
- c. Parachurch organizations (affiliate membership only).

3. Types of membership.

a. Members.

i) Requirements for churches:

- * Affirm and uphold the Statement of Common Beliefs and the Bylaws.
- * Complete an official application for membership.
- * Pay an annual registration fee.
- * Support Fellowship budget approved by duly called Business Meeting.

ii) Requirements for individuals:

- * Affirm and uphold the Statement of Common Beliefs and the Bylaws.
- * Complete an official application for membership.
- * Pay an annual registration fee.
- * Maintain membership in a FCA voting member church or are endorsed by two active members of the FCA. Endorsers must be members of a voting FCA church.

b. Affiliates.

i) Affiliate membership (nonvoting) is for churches, organizations, and individuals who desire to be in a fellowship-only relationship with the FCA.

ii) Requirements:

- * Affirm and uphold the Statement of Common Beliefs.
- * Complete an official application for membership.
- * Pay an annual registration fee.

* Maintain membership in FCA voting member church or are endorsed by two active members of a voting FCA church.

B. Business Meetings and Representatives

1. Representatives entitled to vote in FCA Business Meetings shall be individuals and churches identified under Part I.A.1 and 2 above.
2. FCA Business Meetings shall be held at least biennially at the time of a convention, and at such other times and places determined by the Board. The meeting agenda shall be the responsibility of the Board and made available prior to the convention upon request. Member churches and individuals may submit items and resolutions to the Board for possible inclusion in the agenda no later than 60 days prior to the Business Meeting.
3. Special meetings of the FCA may be called by the Board with at least 60 days notice; the business to be transacted at any special meeting shall be limited to the agenda duly communicated to the member churches and individuals referred to in PART I.A.
4. The FCA is an incorporated body and its members shall reserve the right to determine policy, conduct business, and refuse to seat representatives not in fellowship due to the disbanding of their church, the request of their church, or incompatibility with the FCA Statement of Common Beliefs.

C. Quorum

A quorum shall consist of qualified representatives present at any duly called Business Meeting.

D. Registration Fee

Each member church and individual shall pay an annual registration fee, which shall be approved as part of the FCA budget in a duly called Business Meeting. (See Part VI: FINANCES.)

E. Rules of Order

Subject to these By-Laws, all meetings of the FCA, the Board, the Executive Committee, commissions, and committees of the Board shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

F. FCA Relationships

1. The FCA shall respect the autonomy of the local church.
2. In the event of an unresolved violation of ethics or integrity by church or individual members of the FCA, the appropriate Regional Executive Committee will address the matter according to the principles outlined in Matthew 18:15-17. If the situation remains unresolved, the matter will be referred to the National Board. If the situation still remains unresolved, the matter will be referred to an annual or special business meeting for possible exclusion from FCA membership.
3. The FCA Board shall not exercise authority over any member church but shall stand ready to give counsel to any church requesting such help. Regional

committees may make themselves available to appropriate local church leadership seeking to resolve church conflicts, heal broken relationships, or restore erring ministers, missionaries, individuals, and churches.

4. The FCA will work in a spirit of love and unity with all true believers in our common ministry within the Kingdom of God.

G. FCA Administration, Projects and Programs

1. Each church and individual registered with the FCA as a voting member is a full participant in the functions and financing of the administration of the FCA.

2. Registered churches and individuals have the right to determine their level of participation in FCA ministry projects and programs.

3. When initiating new interchurch projects or programs or when questions arise, churches and individuals are encouraged to confer with the appropriate Regional Executive Committee.

PART II: OFFICERS OF THE FCA

A. Definitions

The officers of the corporation shall be President, Vice-President, Secretary, and Treasurer.

B. Signing Officers and Corporate Seal

The President (hereafter referred to as Chair), a Vice-President (hereafter referred to as Vice-Chair), the appointed Fellowship Coordinator, or any such other person as the Board may designate, shall have, and are hereby granted, authority under their hand and the Corporate Seal of the FCA (designed and approved by the Board, to be kept by the Chair or any other whom the Board may designate), to make and execute, according to the rules and By-Laws of the said corporation, all proper deeds, transfers, bonds, debentures, mortgages, and instruments.

C. Terms of Office

1. The term for any office shall be two years. Any officer is eligible for election to one of the other offices or for re-election to the same office. The maximum allowable time any person can serve as Chair is three consecutive terms (i.e. six years) and shall not be eligible for re-election without a lapse of one year.

D. Duties

1. The Chair or a designated Vice-Chair shall preside at Business Meetings of the FCA and the Board. The Chair shall also be ex-officio member of all boards, commissions, and committees of the FCA.

2. Each commission (e.g. Congregational Life, Missions, and Ministry) shall be chaired by a designated member of the Board.

3. The Board shall appoint committees, study groups, task forces, etc., as needed, to serve the FCA.

PART III: ORGANIZATION OF THE BOARD

A. The Board

1. Members of the Board

- a. The Board shall consist of six representatives at large and no more than three representatives from each region. The Board shall select corporate officers from among the members of the Board.
- b. The Fellowship Coordinator (see PART V) shall be a member of the Board in an ex-officio capacity.
- c. Each officer and voting member of the Board shall maintain official accountability to a church registered with the FCA and may not be an employee of the FCA in either national or regional capacities.

2. Election, Term of Office, and Vacancies

a. Election

The FCA shall, at each appropriate Business Meeting, elect six representatives at large. In addition, each region should select its representatives to serve on the Board of the FCA within 60 days of said Business Meeting. Regional representatives shall serve until their successors have been appointed.

b. Term of Office.

At-large representatives shall assume office at the conclusion of the Business Meeting of the FCA at which they have been elected and shall serve a two-year term. Each board member so elected shall be eligible to serve for two additional two-year terms (for a maximum of six years), and then shall not be eligible for re-election without a lapse of one year.

c. Resignations.

A board member may resign by letter of resignation directed to the Chair, with the resignation effective upon receipt of the letter by the Board.

d. Vacancies.

i. In the event of a vacancy of a Board member selected by a region, the appropriate Regional Executive Committee shall appoint a successor from its region to fulfill the term.

ii. In the event of a vacancy of a Board member selected at large, the National Executive Committee shall appoint a successor to fulfill the term.

3. Duties of the Board

- a. The Board shall envision and advance the purpose of the FCA (see Preamble).
- b. The Board shall facilitate, promote, and support the policies and programs of the FCA.
- c. The Board shall be accountable to the FCA at appropriate Business Meetings for all such activities undertaken.
- d. The Board shall meet as often as is required between Business Meetings, at least annually, for the effective conduct of the business of the FCA.
- e. Meetings of the Board, Executive Committee and Commissions may be held in various regions of the FCA and may be conducted by means of telephone or other

communication facilities providing all members have been contacted and a majority can participate.

f. The Board shall be empowered to appoint a Fellowship Coordinator when the need arises. The Fellowship Coordinator shall be an ex-officio member of the Board.

g. The Board, in addition to the conduct of regular business, shall also be responsible for:

i. The preparation of a written annual report of the Board's activities, to be made available to the membership;

ii. The review and approval of the annual financial report, for presentation to appropriate official bodies, and preparation of the reports to the regularly scheduled FCA Business Meetings;

iii. Appointing an auditor or audit committee and reviewing and approving audit reports;

iv. Balancing the budget for the current fiscal year;

v. The review of statistics and tables concerning the health of the FCA;

vi. The receipt of the report concerning nominations for certain appointments;

vii. Seeing that the qualifications for registering with the FCA are clearly defined and followed.

h. The Board shall regularly provide opportunity at its meetings for prayer for the work of the FCA.

i. A member of the Board or staff who is involved directly or indirectly in a proposed contract or financial transaction with the Board or the FCA shall disclose fully and promptly the nature and extent of that interest to the Board and shall absent himself or herself from the room during any discussion of the item and abstain from voting .

j. An elected member of the Board or Executive Committee may be removed from office by a vote of two-thirds of the Board for any one of the following, though no member shall be so removed from office without first being notified of the charge or complaint and without having been given opportunity to be heard at a meeting of the Board:

i. Repeated nonattendance;

ii. Conduct deemed by the Board to be improper; unbecoming or likely to endanger the interests or reputation of the FCA;

iii. Willfully committing a breach of the By-Laws of the FCA.

k. Special meetings of the Board may be agreed upon by decision of the Board, called by the Chair, or requested in writing by at least four members of the Board. Such special meetings shall be held after at least a 21-day notice of the business to be transacted has been sent by mail. The 21-day notice may be waived provided a quorum of the members consent.

4. Executive Committee

The Executive Committee of the Board shall be comprised of the Corporate Officers and the Fellowship Coordinator as an ex-officio member. The Executive Committee shall carry out the functions of the Board in the intervals between board meetings.

B. Board Structure

In order to carry out its work, the Board shall have the power to create or terminate committees, study groups, task forces, etc., as needed, to serve the FCA, to establish their terms of reference and duties, and to determine their membership, chair, frequency of meetings, and involvement of appointed consultants. These groups shall be defined in the Policy and Procedures Manual and shall report to the Board. Minutes of Board and committee meetings shall be available to FCA members upon request.

PART IV: REGIONS AND CONVENTIONS

A. Regions of the FCA

1. Constituency

The churches within the FCA shall be grouped by the Board into regions, with equal Board representation, and generally corresponding to geographical areas. Churches are encouraged to affiliate with the closest region. Local church representatives are encouraged to form clusters of churches and other cooperative groups (e.g. ethnic or language groups) within their region.

2. Regional Representatives to the Board

Each region shall select no more than three representatives to serve on the Board of the FCA, as designated by the Board. These representatives shall constitute the Regional Executive Committee from that region. Each member of a Regional Executive Committee shall be a member in good standing of an FCA church and/or in an official accountability relationship with an FCA church.

3. Regional Committees

a. Each Regional Executive Committee may develop committees appropriate to its need and may appoint, modify, or disband any such groups to implement and promote FCA programs. The Regional Executive Committee shall be entrusted by the Board to communicate with the churches in the Region about FCA programs or other matters related to interchurch cooperation.

b. Regional representatives on the FCA Board should generally be assigned to have similar responsibilities on the Regional Executive Committee as on the Board.

4. Meetings

The member churches and individuals of a region shall meet at least biennially to select representatives, to conduct other necessary business, to provide opportunity to promote national and regional concerns and to provide a venue for member churches to share their ministry activities. The meeting dates of all Business Meetings of the regions and the FCA shall be coordinated with the FCA Executive Committee.

B. Conventions

The FCA Board shall appoint the members of a convention planning committee. The planning committees shall serve for a term of two years. The FCA Board shall, in

partnership with the convention planning committees, develop convention vision and theme.

PART V: FELLOWSHIP COORDINATOR

A. Appointment

The Board shall recognize and affirm the divine call and gifting of the Fellowship Coordinator by appointment to a two-year term. The Fellowship Coordinator may be reaffirmed for additional terms but may be removed at any time for cause. Appointment or removal shall be by a two-thirds vote of the Board.

B. Duties

The Fellowship Coordinator shall serve at the direction of the Board. Responsibilities shall include, but not be limited to, the coordination of FCA cooperative endeavors. The Fellowship Coordinator is available to assist and encourage individuals and churches.

C. Relationships

1. The Fellowship Coordinator shall be a member in good standing and/or in official accountability with an FCA church and is accountable to the Board on all matters related to FCA business.
2. The Fellowship Coordinator shall be an ex-officio member of the Executive Committee and the Board.
3. The Fellowship Coordinator shall have no authority over any local church.
4. The Fellowship Coordinator may reach out to establish relationships with nonFCA churches and individuals.

D. Support Staff

The Fellowship Coordinator shall have authority to appoint, dismiss, and supervise office staff. This shall be done under the direction of the Executive Committee and within an approved budget.

PART VI: FINANCES

A. Budget

The FCA budget for the fiscal year shall be adopted at a duly called Business Meeting. Revenues included in the budget are:

1. Annual registration fees paid by each member church and individual.
2. Annual administrative costs funded by the voting members.
3. Voluntary contributions for cooperative ministry projects.

B. Budget Adjustment

The Executive Committee will review the budget at least quarterly and will adjust expenditures to balance expected income.

C. FCA Budget Priority

1. To accomplish the work of the FCA, the first fiscal objective shall be to meet the FCA administrative budget.
2. The Board shall coordinate FCA appeals made to local churches requesting voluntary cooperation in national FCA endeavors.

D. Office of the Treasurer

1. All monies for national cooperative FCA purposes shall be remitted to the treasurer.
2. The treasurer shall maintain FCA books in accordance with generally accepted accounting procedures.
3. The treasurer shall be responsible to submit monthly reports to all Board members.

E. Requisitions and Payments

Payments to those entitled to receive them shall be made by check from the treasurer or other designated signer on receipt of a properly completed requisition form. No payments shall be made for a purpose not provided for in the FCA budget without prior approval by the Board.

F. Auditors and Audit

The Board shall receive the annual reports of the auditor. (See III.A.3.g.iii.)

G. Public Financial Disclosure

The Board shall, upon written request, provide a copy of financial statements for the last fiscal year, together with the report of the auditor.

PART VII: MINISTERIAL ORDINATION STANDARDS AND PROCEDURES

Licensing and ordination of ministers is a function of the local church. Recommended FCA guidelines, standards, and procedures are available upon request.

PART VIII: AMENDMENTS

A. These By-Laws may be amended by a two-thirds majority vote at any duly called Business Meeting of the FCA provided 60-day prior notice of the proposed amendment has been given to the membership (see PART I, B, 3). Any notice required to be given by these By-Laws shall be deemed to be given if posted to each registered church and individual at least 60 days before the meeting to amend the Constitution.

B. No amendment to these By-Laws shall be permitted that would infringe upon the autonomy of the local church.

PART IX: DISSOLUTION

Should this corporation be dissolved, any remaining assets shall be distributed to Member Churches or Member Organizations in good standing at the time of the dissolution that have Internal Revenue Service 501C3 designation. Distributions shall be in percentage to the contributions made during the previous 12 months. No individual shall receive any assets from this dissolution.

PART X: INDEMNIFICATION

The corporation may indemnify and hold harmless to the full extent permitted by applicable law each person who was or is made party to or is threatened to be made party to or is involved (including without limitation as a witness) in any action or threatened action, suit, or other proceeding, by reason of the fact that he or she is or was an officer, employee, or agent of the corporation, whether the basis of such proceeding is alleged action or omission in an official capacity or in any other capacity while serving as an officer, employee, agent or trustee or in any other capacity, against all expense liability and loss actually or reasonably incurred or suffered by such person in connection therewith. Such indemnification may continue as to a person who has ceased to be an officer, employee, or agent of the corporation and shall inure to the benefit of his or her heirs and personal representatives. Indemnification shall not be provided to any such person if the corporation is prohibited by applicable law then in affect from paying such indemnification. No indemnification shall be provided to any person in respect of any proceeding, whether or not involving action in his or her official capacity, in which he or she shall have been finally adjudged to be liable on the basis of intentional misconduct or knowing violation of law.

DEFINITIONS

Business Meeting: A regular Business Meeting held generally during the time of a Convention to receive reports, review activities, establish budgets, and elect officers and members of the Board.

Board: Wherever used without other qualification shall be taken to mean the Board of the FCA.

Cause: Sufficient cause for recommendation for the removal of Executive Staff or Administrative Staff shall be conduct deemed unbecoming or likely to endanger the interests or reputation of the FCA or willful conduct that is a breach of the By-Laws, the Policy and Procedures Manual or regulations established by the Board.

Cluster: An association of ministers and churches, usually geographical but may be based upon other affinities (e.g. ethnic, language, ministries, etc.); several such associations may exist within a region.

Commissions: Permanent standing committees established by the Board.

Executive Committee: The Executive Committee shall mean the corporate officers and the Fellowship Coordinator as an ex-officio member.

Ex-officio Members: Ex-officio members of boards or committees serve by virtue of their office in a nonvoting capacity.

Program/Project: A course of action or ministry prepared and projected over an ensuing period of time.

Region: Clusters of FCA churches and individuals based primarily upon geographic boundaries.

Regional Executive Committee: Representatives to the FCA Board, usually three, from within one region.

Support Staff: Those individuals engaged by the Fellowship Coordinator in consultation with the Executive Committee to serve in the FCA office for specific administrative tasks.

Year: Year, unless modified by "fiscal," refers to the period that commences immediately following the Business Meeting of the FCA.