

CONSTITUTION AND BYLAWS FOR

_____ CHURCH

PREAMBLE

Establishing a healthy church to better share the love of Jesus with the least, last, and lost.

CONSTITUTION

ARTICLE I. NAME

The name of this corporation, (hereinafter referred to as “church,” “this church,” or “the church”), is _____ (name of) _____, of the city of _____ county of _____, state of _____.

ARTICLE II. PURPOSE AND PREROGATIVES

The purpose of this church shall be to:

1. Encourage and promote the evangelization of the world.
2. Establish and maintain the worship of God.
3. Provide a basis of fellowship among fellow believers.
4. Encourage and promote the spiritual growth and discipleship of believers.
5. Serve the needs of the local community as feasible in any biblically aligned manner and respond to human need with ministries of service and compassion.
6. Own, hold in trust, use, sell, convey, mortgage, lease, or otherwise acquire or dispose of such property (real or chattel) as may be needed for accomplishing the mission of the church.

ARTICLE III. AFFILIATION AND RELATIONSHIP

This church recognizes that it is a mutually supporting member church of the Oklahoma Ministry Network of the Assemblies of God (OKAG Network), affiliated with The General Council of the Assemblies of God with national office at Springfield, Missouri, and agrees as a condition of affiliation to abide by the Constitution and Bylaws of each organization. This church further declares itself to be in full cooperative fellowship with all other churches that are affiliated with said OKAG network or the General Council and to share in the privileges and assume the responsibilities enjoined by this relationship.

In furtherance of the above relationship, this church will abide by the following:

1. Maintain an active voting membership of at least twenty (20) persons (unless granted an exception by the OKAG Network Presbytery as per General Presbytery policy).
2. Be able to sustain the requirement for an adequate number of spiritually qualified persons to fill the offices of the church as called for in The General Council of the Assemblies of God Constitution and Bylaws and/or applicable state nonprofit corporation laws.
3. Cooperate by every possible means in the extension of God's work and Kingdom throughout the world.
4. Support the missionary program agreed upon by the OKAG Network and The General Council Assemblies of God World and U.S. Missions departments.
5. Participate in OKAG Network and General Council sessions via duly chosen delegates.
6. Share in support of the OKAG Network and the General Council.
7. Recognize that designated officials of the OKAG Network shall have the right to be present at any Board of Deacons/Directors or membership meeting of this church for whatever reason or purpose.
8. Invite the counsel of the OKAG Network officers in the event of church difficulty or when changing pastors.
9. Recognize that partners/members are expected to resolve disputes with other partners/members or church leadership in a biblical manner, rather than in civil courts (1 Corinthians 6:1–11).
10. Recognize that any serious dispute between the pastor and the board shall require consultation with the OKAG Network of the Assemblies of God executive leadership. They may offer counsel, mediation, and/or binding arbitration before a designated panel they shall appoint in lieu of seeking redress in the civil courts of this state or elsewhere.
11. Recognize that the OKAG network and/or the General Council shall have the right and authority to: (a) approve scriptural doctrine and polity; (b) disapprove unscriptural doctrine and polity, as stated in the General Council Constitution and Bylaws or OKAG Network Bylaws; and (c) withdraw its Certificate of Affiliation, if deemed necessary.

ARTICLE IV. PRINCIPLES FOR FELLOWSHIP

This church shall as nearly as possible represent the body of Christ as described in the New Testament, recognizing the principles inherent in that body as also inherent in this fellowship, particularly the principles of unity, fellowship, cooperation, and equality.

ARTICLE V. STATEMENT OF FUNDAMENTAL TRUTHS

This church adheres to the Statement of Fundamental Truths of the General Council of the Assemblies of God with headquarters in Springfield, Missouri, as now stated or as may be amended in the future. The Statement of Fundamental Truths is incorporated herein by reference.

Article VI. AMENDMENTS

Amendments to this Constitution may be made at any annual or special meeting of the voting members of this church, provided notice of proposed amendments in written or electronic format has been made available to the membership no less than three (3) weeks prior to consideration. Such proposed amendments shall be adopted upon receiving a 2/3 majority vote of legal ballots cast by active members present. Final approvement for any amendment shall be ratified by the OKAG Executive Presbytery. **Note:** Only those members present and whose names appear on the active membership roster shall have the right to cast a vote. Absentee ballots or voting by proxy shall not be accepted.

BYLAWS

ARTICLE I. MEETINGS

Section 1. Order of Business

In order to expedite the work of the church business meetings and the Official Board meetings and to avoid confusion in deliberations, all meetings shall be governed by the accepted rules of parliamentary procedure in keeping with the spirit of Christian love and fellowship under the guidance of the Holy Spirit. The parliamentary authority shall be *Robert's Rules of Order* (the current edition), and it shall apply when it is not inconsistent with the Bylaws or any special rules of order that this church may adopt in the future.

Section 2. Membership Meetings

- a. Annual: There will be an annual business meeting each year. Notice of said meeting shall be provided in printed or electronic format and made available to the voting membership not less than fourteen (14) nor more than fifty (50) days before the date of said annual meeting.
- b. Special: Special meetings of the members of this corporation may be called from time to time at the discretion of the pastor, the Board of Deacons/Directors, or by petition listing 30 percent of the active voting members of this church. Notice of all special meetings shall be given by the secretary (officer on the Board of Deacons/Directors) and shall state the purpose or purposes for which the meeting is to be called. Notice of said meeting shall be provided in printed or electronic format and made available to the voting membership not less than fourteen (14) nor more than fifty (50) days before the date of said business meeting. No other business shall be considered at any special meeting other than that described in said notice. Notice of all special meetings shall also be given in writing or e-notification to the OKAG Network whenever the purpose of the meeting pertains to division, conflict, or pastoral leadership. When feasible, an OKAG official or executive officer shall also chair any such meeting. Notice of all special meetings shall also be given in writing or e-notification to the OKAG Network office. When feasible, an OKAG Network official shall also chair any meeting called by petition of the members as stated above if the stated purpose is related to division, conflict, or pastoral leadership.
- c. Voting Rights: Each voting member shall be entitled to one vote. Voting by proxy or absentee ballot shall not be allowed. Voting rights shall be limited to those items specified in these Bylaws, or matters referred by the Board to the members for vote.
- d. Quorum: At least 30 percent of the active voting membership shall be present to constitute a quorum.
- e. Adoption: Any action taken by the voting membership requires a majority vote (50% plus one vote) at a meeting in which a quorum is present unless stated otherwise in the Articles of Incorporation, Constitution, or Bylaws.

Section 3. Board of Deacons/Directors

- a. Regular: The Official Board of this corporation shall hold monthly regular meetings which can be monthly or quarterly (exceptions shall be mutually agreed upon by a majority of the directors because of holidays, schedules, etc.) and such special meetings as they shall deem necessary for the competent management of the affairs of the corporation.
- b. Special: Special meetings may be called as needed by the lead pastor or a majority of the directors, providing at least one day's notice to all directors. This period may be shortened by mutual consent. Meetings may be conducted in person or by conference call, video, or other electronic means, within the parameters of Oklahoma State nonprofit corporate law. Neither the business to be transacted at, nor the purpose of, any special meeting need be specified.
- c. Quorum: One-half of the members of the Official Board shall constitute a quorum.
- d. Voting: Any action taken by the Official Board requires a majority vote at a meeting in which a quorum is present unless stated otherwise in the Articles of Incorporation, Constitution, or Bylaws.
- e. Notice and Consent: The Board of Deacons/Directors shall not meet without notification to the pastor and with his or her consent. The pastor shall preside at all meetings unless he or she appoints one of the other corporate officers or a staff pastor to act on his or her behalf

ARTICLE II. MEMBERSHIP

Membership in this church shall be open to all those who give evidence of their faith in the Lord Jesus Christ and who voluntarily subscribe to its tenets of faith and agree to be governed by its Bylaws as herein set forth.

Section 1. Membership Responsibilities

- a. Pray regularly for the church and its leadership and ministries (Ephesians 6:18; 2 Thessalonians 1:11–12).
- b. Contribute to the life and health of the church by regularly attending services (in person or remotely), serving in ministries, and assisting in outreach efforts (Acts 1:8; Romans 12:3–8; Hebrews 10:24–25; 1 Peter 4:10).
- c. Support the church financially through tithes and offerings (1 Corinthians 16:2; 2 Corinthians 9:6–15).
- d. Participate in membership meetings to receive reports, vote on matters placed before the membership, and ratify or elect qualified individuals to serve (Acts 6:1–7).
- e. Protect the unity of the church by resolving disagreements, misunderstandings, and conflicts as outlined in the Scriptures (Mathew 18:15–17; 1 Corinthians 1:10).
- f. Familiarize themselves with the church's spiritual vision, mission, values, Bylaws, policies, and procedures (Isaiah 30:8; Habakkuk 2:2).

- g. Fulfill other responsibilities specifically reserved for members in the Bylaws (Ecclesiastes 4:9–12).

Section 2. Active Voting Members

All persons who qualify for membership shall constitute the legal voting membership of the church, providing they are living and eighteen (18) years of age or over, who are maintaining a consistent Christian testimony, who are in agreement with our tenets of faith, and who regularly attend (as determined by church board and/or policy) and financially support the church. **Note:** All pastoral staff and their spouses automatically receive voting member status.

Section 3. Membership Process

Those seeking membership in this church shall make application by filling out an application for membership, interview with the pastor or a designated pastoral staff member, and approval by the Board of Deacons/Directors. All details of such membership processes shall be part of the church policy, process, or operational manual, as approved by the Official Board.

Section 4. Review of Membership

The membership roster shall be reviewed sixty (60) days prior to the annual business meeting. The pastor and the Board of Deacons/Directors, working together, 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 have deceased during the year, together with the names of those who may have been removed from membership as noted in the following provisions.

Section 5. Transfer of Membership

Members in good standing, who may wish to sever their relationship with the church, or who may desire to be transferred to some other congregation, may apply to the secretary with a letter, which shall be granted on the approval of the pastor and the Board of Deacons/Directors. Said letter is to be signed by the pastor of the church.

Section 6. Inactive Status/Expulsion/Loss of Membership

Members who shall, without good cause, absent themselves from the services of this church and/or not contribute financially for three (3) consecutive months or more or who may be out of harmony with its teachings or who shall be under charges of misconduct or who may have fallen away from the faith, shall by implementation of the pastor and Official Board, and by action so stated in the minutes, be automatically placed on inactive membership status (in other words, become a nonvoting member) and shall lose any legal standing associated with membership until such time as the affected member's case has become final either by the member's own inaction, or if a review is initiated (by the member), after the case has been fully reviewed by the Official Board. Examples of the above reasons for being placed on inactive status include, but are not limited, to the following: (1) departure from the tenets of faith as delineated in Article V; (2) living a sinful life and refusing to change (Galatians 5:19–21; Ephesians 5:3–7; 2 Thessalonians 3:6,10); and (3) engaging in the disruption of fellowship by sowing discord among the brethren; showing a noncooperative attitude, persisting in gossip; or creating trouble in general (Proverbs 6:19; Romans 2:1–3; James 2:2–12).

- a. Notice of Inactive Status: Notice of inactive status and the reasons therefore shall be sent via certified mail to the affected member's last known address as noted in the church files or by electronic means. It shall be each member's responsibility to keep the church secretary notified of his or her current address and/or email address. Receipt of said notice shall be presumed on the third day following the letter being posted or email sent.
- b. Review: Membership in this church is an ecclesiastical matter and is subject to the biblical mandates reflected in this document. An individual placed on inactive status or removed from membership may ask for a review and be granted the opportunity to further explain (within seven days of notification) their reasons for inactivity or any other reason given by the Board of Deacons/Directors for inactive status or removal from the membership roster. Such information shall be reviewed by the Board of Deacons/Directors to render their decision in the matter, and such decision shall be final, without the right of appeal. The affected member has no right to legal action or the presence of an attorney during any review of membership.
- c. Removal: If reinstatement is not granted, the affected person shall immediately be removed from membership in this church and have no further right to appeal or redress in this church, the civil courts, or elsewhere.

ARTICLE III. CORPORATE MANAGEMENT

Section 1. Governance

Under the headship of Christ (Ephesians 1:22; Colossians 1:18), the leading of the Holy Spirit, the authority of Scripture (2 Timothy 3:16–17), and the directives of these bylaws, this church shall be autonomous and self-governing. The active membership shall be the final decision-making body in matters of governance except when certain powers, responsibilities, and doctrinal positions have been so delegated or entrusted to others through the Articles of Incorporation, Constitution, or Bylaws of this church, or the governing documents of The General Council of the Assemblies of God or the OKAG Network.

Section 2. Leadership Team

The Leadership Team of this church consists of the lead pastor, associate pastoral staff, support team, corporate officers, Board of Deacons/Directors, and leaders from other ministry teams as may be implemented and active. The Leadership Team, under the direction of the lead pastor, shall establish and keep current the purposes, core values, vision, and mission of the church. The Board of Deacons/Directors may establish organizational, operational, or policy manuals as needed to provide guidance to the Leadership Team in establishing processes for accomplishing the mission of the church.

Section 3. Board of Deacons/Directors

This church shall be governed by one Board of Deacons/Directors which shall be known as the Official Board, Board of Deacons/Directors, Board, or Board of Deacons.

- a. Composition: The Official Board shall consist of at minimum the officers, with a minimum of three and maximum of seven, not including the president.
- b. Qualifications: The Official Board shall be persons (male or female at birth, married or single) of mature Christian experience and knowledge, who shall be expected to meet the requirements as set forth in Acts 6 and 1 Timothy 3. They shall be at least twenty-one (21) years old, and with the exception of the lead pastor, have been voting members of this church at least one (1) year (twelve months). Official Board Members are expected to adhere to biblical standards of leadership. They are also expected to believe in and consistently practice tithing to the local church.
- c. Nominations: A nominating committee of no less than three (3) persons and no more than five (5) shall be appointed by the Board and chaired by the pastor. Said committee shall present to the active voting members one (1) or more name(s) for any vacant director/officer position to be placed on the ballot at any annual or special meeting called for this purpose. Nominations shall not be permitted from the floor, and write-in votes will not be considered.
- d. Election/Terms of Office: The person(s) thus nominated must receive a simple majority of yes votes cast for each vacant office to constitute ratification/election. Members of the Official Board shall serve for a period of three (3) years and shall be chosen by the voting members of this church in such a manner that the terms of at least one (1) member shall be ratified each year. Alternating the director selection process is to prevent reelection of all board members at the same time. A board member shall serve no more than three (3) consecutive terms followed by a required minimum one (1) year period prior to reelection to the Board.
- e. Duties
 - (1) The internal business affairs of this corporation shall be managed by its Board of Deacons/Directors. Individual directors (board members), with the exception of the pastor, may also be referred to as deacons.
 - (2) The Official Board shall be authorized to transact business for this church between annual membership meetings, except in those matters which require approval by the voting membership.
 - (3) The Official Board shall be specifically responsible for overseeing the business activities of this corporation, including but not limited to the entering into of contracts, owning, holding in trust, using, selling, conveying, mortgaging, leasing, or otherwise acquiring or disposing of such property (both real and chattel) as may be needed for the prosecution of its work and consistent with Article XI of these Bylaws. They shall serve as trustees of the corporation and be responsible for maintenance of church buildings and equipment.

- (4) The Official Board shall act in an advisory capacity with the pastor in all matters pertaining to the church in its spiritual life. They may assist the pastor in ministry as needed or requested and as their own gifts and abilities allow. They may set policies and determine the means to facilitate ministry and fulfill the church's mission, vision, purposes, and values.
- (5) Conflicts of Interest: Board members shall not be members of the paid pastoral staff. However, consideration may be given to credentialed Assemblies of God ministers who are also members of the church and not paid staff. Directors' term of service shall not overlap that of an immediate family member serving on the Board or church staff. Whenever a director or officer has a financial or personal interest in any matter coming before the Board of Deacons/Directors, the affected person shall (a) fully disclose the nature of the interest and (b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.
- (6) The Official Board shall consider applications for church membership and make decisions with respect to receiving applicants into church membership.
- (7) The Official Board is authorized to appoint such teams or committees as may be necessary for accomplishing the mission of the church. All teams or committees so appointed shall be amenable to and work under the supervision of the Official Board and pastor.
- (8) To facilitate the ministry and mission of the church, the Official Board may establish such organizational, operational, or policy manuals as may be necessary, and may amend or edit such manuals at their discretion.
- f. Vacancy: In the event a vacancy occurs on the Official Board, they shall be empowered to appoint a successor to fill the unexpired term unless such vacancy occurs within thirty (30) days of the next annual or special business meeting of the voting members of the church.
- g. Removal: With the exception of the pastor, any member of the Official Board (including officers) may be removed with or without cause after prayerful deliberation by a two-thirds vote of those members of the Board constituting a quorum at any meeting of the Official Board. Any director so removed shall have no right to appeal and a person may be appointed to replace the removed director as outlined in Bylaws Article VIII, Section 3, paragraph f. Vacancy above.

Section 4. Officers

- a. Officers of this corporation shall consist of a president (lead pastor), a vice president, a secretary, and a treasurer. Any two or more offices may be held by the same person except the offices of the president and the secretary. The pastor shall hold only one corporate office.
- b. All officers shall be members of the Board of Deacons/Directors.

Section 5. Duties of the Lead Pastor/Corporate President

- a. The pastor shall be considered as the spiritual overseer of the church, shall provide vision, and shall facilitate the mission of the church. The lead pastor shall not be amenable to the Board of Deacons/Directors in these matters, although he or she is amenable to the OKAG Network and The General Council of the Assemblies of God. The pastor shall, however, listen to advice given from the Board of Deacons/Directors, relying on the Holy Spirit for guidance. In cases where there appears to be a conflict between the Board and lead pastor, either the Board of Deacons/Directors or the lead pastor may appeal to the OKAG Network for counsel, mediation, or intervention as may be specified in the current OKAG Network Bylaws or policies.
- b. The lead pastor shall be the president of this corporation and shall act as chairman of all the business meetings of the church and of the Board of Deacons/Directors.
- c. The lead pastor may be an ex officio member of all committees and departments.
- d. The lead pastor shall be authorized to perform any functions that may be customary for the offices that he or she holds or as may be directed by the church or the Board of Deacons/Directors.
- e. The lead pastor shall provide for all the services of the church and shall give oversight to all events. No person shall be invited to speak or preach in the church without the lead pastor's approval.

Section 6. The Lead Pastor

- a. Qualifications: The pastoral candidate shall be a credentialed minister, currently a member in good standing with The General Council of the Assemblies of God, and shall comply with the scriptural and Assemblies of God standards for the ministry (1 Timothy 3:2–7; Titus 1:6–9; 1 Peter 5:2–3).
- b. Election: Following an affirmative vote of the Pastoral Selection Committee to offer an official call to one candidate for the office of lead pastor, a special business meeting shall be called for the purpose of a vote by the membership on said pastoral candidate. A two-thirds affirmative vote at a meeting with a quorum present and which is called for the purpose of electing a pastor shall be required for election.
- c. Term of Office: The tenure of office for the pastor shall be indefinite duration or until removed, with annual review and conversation regarding the pastor's call, health, and performance between the pastor and Board.
- d. Vacancy: In the event of a vacancy in the pastorate, a pastor shall be selected in the following manner:
 - (1) The Board of Deacons/Directors shall immediately contact the OKAG Network for counsel and recommendations as to appropriate procedures and potential candidates. The church shall follow guidelines for selecting a pastor as may be published or recommended by the OKAG Network. They shall coordinate with and be amenable to the OKAG Network executive officers' recommendations regarding an interim pastor (who should agree not to be considered as a candidate). A Pastoral Search Committee

may be selected to conduct the pastoral search or the Board of Deacons/Directors may function in this capacity.

- (2) Candidates who are not credentialed with The General Council of the Assemblies of God are unqualified and should not be given consideration by the Pastoral Search Committee.
 - (3) One candidate shall be selected from those considered by at least a majority vote of the Pastoral Search Committee or Board of Deacons/Directors, and asked to present his or her ministry to the congregation.
 - (4) Said candidate shall be elected as noted in Section 6, paragraph b of this Article.
- e. Resignation: It is recommended that the pastor give thirty (30) days or more notice of intent to resign. Resignations shall be submitted in writing to the official corporate Board, addressed to the corporate secretary. The letter of resignation should stipulate an intended effective date. The Board of Deacons/Directors should take official action to receive and accept a letter of resignation, and in so doing should also confirm the effective date, along with any regrets, severance, compensation, details, or duties up to and/or beyond the effective date.
- f. Removal
- (1) Cause: Pastors may be removed for cause or by action of the voting membership [see Article VIII, Section 6, paragraph f, subparagraph (4)].
 - (2) Investigation: In the event charges based on grounds for cause are brought against the pastor, a preliminary investigation shall be conducted by the Board of Deacons/Directors.
 - (3) Notice: If such charges indicate possible violations of doctrinal, sexual, moral, or ethical standards for an Assemblies of God minister, the board shall immediately notify the OKAG Network executive officers who shall conduct an investigation and determine if the pastor is able to continue in office or should face disciplinary charges and notify the Board of Deacons/Directors of such action in either case. If there does not appear to be immediate cause to contact the OKAG Network, the Board of Deacons/Directors shall determine the facts as best they can, recording the same. If allegations supporting the complaint are determined groundless, it shall be dismissed. In the event that facts supporting the complaint have some merit, the Board of Deacons/Directors shall consult with the OKAG Network for counsel, mediation, or intervention. A preliminary hearing shall then be conducted before the Board of Deacons/Directors with a designated representative from the OKAG Network presiding as chairperson. If the preliminary hearing reveals substantive issues and such issues could affect the minister's credentials, it becomes the responsibility of the OKAG Network to further investigate, discipline, or resolve. Notice of the outcome of said investigation shall be made to the Official Board and may be conveyed to the church if circumstances so warrant, at the OKAG Network executive officers' discretion.
 - (4) Dismissal: If the matters affecting the pastor's ability to lead are not based upon moral or ethical charges, but leadership or philosophical issues, the Board of

Deacons/Directors may ask for the lead pastor's resignation following a two-thirds majority vote of no confidence from the Board of Deacons/Directors, following consultation with the OKAG Network. In the event the lead pastor does not resign as requested and if there is no other apparent solution, the matter shall be referred to a hearing within fourteen (14) days before the active voting members of this church. Said meeting shall be chaired by a representative from the OKAG Network. A two-thirds vote at a duly called meeting in which a quorum is present shall be required to dismiss a pastor and sustain the action of the Board of Deacons/Directors. **Note:** Only those members actually present shall be entitled to cast a vote.

Section 7. Ministerial Staff/Associates (Pastors)

- a. Qualifications: Qualifications are the same as those required of the lead pastor listed in Article VIII, Section 6, of these Bylaws.
- b. Selection: All ministerial staff/associate pastor(s) shall be chosen by the pastor and ratified by the Board of Deacons/Directors.
- c. Term of Office/Removal: Any ministerial staff/associate pastor(s) may be removed by the pastor at will. No ratification by the Board of Deacons/Directors is necessary, nor does the ministerial staff/associate pastor(s) have any appeal.
- d. Resignation: Shall be governed in the same manner as that listed in Article VIII, Section 6, paragraph e, of these Bylaws governing resignation of the lead pastor.
- e. Membership: As noted in Article VII, Section 2 of these Bylaws, ministerial staff/associate pastor(s) are automatically voting members of the church.

Section 8. The Vice President

- a. Election: The vice president of the corporation shall be selected annually by consensus from among the members of the Board of Deacons/Directors during the first board meeting following the annual business meeting. His or her term of office shall be for one year.
- b. Duties
 - (1) The vice president, subject to this or any other provisions in these Bylaws, and any other corporate officer shall act in all business matters pertaining to the corporation and business affairs of the church in the absence of the president.
 - (2) The vice president shall never act as the spiritual leader of this church even in the president's absence.
 - (3) The vice president shall perform any other functions as may be customary or as may be directed by the church or the Board of Deacons/Directors.
- c. Removal: The vice president may be removed from office pursuant to the process delineated in Article VIII, Section 3, paragraph g of these Bylaws.

Section 9. The Corporate Secretary

- a. Election: The manner in which the corporate secretary is elected and his or her term of office shall be as delineated in Article VIII, Section 3, paragraph d above, of these Bylaws.
- b. Duties
 - (1) The corporate secretary's duties shall include keeping a true and accurate record of all business meetings of the church and the Board of Deacons/Directors. The corporate secretary may personally fulfill the duties or delegate as agreed to by the Board of Deacons/Directors.
 - (2) The corporate secretary shall be custodian of all legal documents and shall be authorized to sign all official and legal documents, to conduct church correspondence where required, and to perform any other functions as are customary or as may be directed by the church or Board of Deacons/Directors.
- c. Removal: The secretary may be removed from office pursuant to the process delineated in Article VIII, Section 3, paragraph g of these Bylaws.

Section 10. The Treasurer

- a. Election: The manner in which the treasurer is elected and his or her term of office shall be as delineated in Article VIII, Section 3, paragraph d of these Bylaws.
- b. Duties
 - (1) The treasurer's duties shall include being the overseer and custodian of all church funds which shall be deposited into bank accounts, following basic policies and principles of accounting for churches/nonprofits as designated by the Official Board. These accounting policies shall ensure compliance with IRS regulations governing nonprofit corporations which forbid operations for the benefit of private interests or inurement, such as the directors, officers, or other designated individuals.
 - (2) The treasurer shall be authorized to sign checks or other legal monetary documents and make disposition of funds as may be required for the accurate conduct of church business under the supervision of the Board of Deacons/Directors and consistent with this or any other provision of these Bylaws.
 - (3) The treasurer shall give a financial report to the Board of Deacons/Directors at its monthly meeting and to the church at its annual meeting.
 - (4) The treasurer shall perform any other functions that may be customary or as may be directed by the church or the Board of Deacons/Directors.
 - (5) All the clerical duties of the treasurer may be delegated to others following consultation and consensus by the Board of Deacons/Directors.
- c. Removal: The treasurer may be removed from office pursuant to the process delineated in Article VIII, Section 3, paragraph g of these Bylaws.

ARTICLE IV. DEPARTMENTS, TEAMS, AND COMMITTEES

The Official Board shall appoint such departments, teams, and committees as is necessary to accomplish the mission of the church and manage its affairs. All such entities shall operate under the supervision of and be amenable to the Official Board. Additional guidance may be provided in organizational, operational, or policy manuals at the discretion of and with the oversight of the Official Board.

ARTICLE V. COMPENSATION/REMUNERATION

The lead pastor and other persons who are supported in whole or part by this church shall have such compensation reviewed by the Official Board at least thirty (30) days prior to the commencement of this church's fiscal year.

ARTICLE VI. PROPERTY AND CONTRACTS

All property, real or chattel, shall be held in the name of this corporation or the Oklahoma Ministry Network of the Assemblies of God (OKAG Network)

Section 1. Real Property

No real property of this church shall be purchased, sold, leased, mortgaged (does not apply to refinancing an existing mortgage or extension of lines of credit), or otherwise alienated without same having been authorized by at least a 60 percent vote of those active voting members present and voting at any annual or special meeting called for such purpose except those real property transactions amounting to less than 25 percent of the church annual operational budget.

Section 2. Personal Property

The Board of Deacons/Directors shall have authority for all purchases and sale of personal property on behalf of the church in amounts up to 25 percent of the church annual operational budget. For situations involving larger transactions, authorization shall be by at least a 60 percent vote of those active voting members present at any annual or special meeting called for such purpose.

Section 3. Contracts

The Official Board of Deacons/Directors shall have authority to negotiate and sign all contracts on behalf of this church and may authorize the president or other directors or officers to do so in writing.

ARTICLE VII. DISSOLUTION

In the event that this corporation ceases to function as an Assemblies of God church (disaffiliation) or is dissolved for any reason, its assets shall be distributed to the Oklahoma Ministry Network of the Assemblies of God (OKAG Network), provided it qualifies at such time for exemption as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or a successor statute. In the event that the Oklahoma Ministry Network of the Assemblies of God (OKAG Network) does not so qualify, the assets of this corporation shall be distributed to The General Council of the Assemblies of God, provided it so qualifies as delineated above.

ARTICLE VIII. RECORDS

The church shall, pursuant to the provisions of state law, maintain an open records policy for members. However, members' right to access such records shall not include records containing personal information of a private nature about any specific individual. Such limitations include, but may not be limited to, minutes, ministerial, credential, and personnel files, identity numbers, disciplinary records, individual giving, or compensation records.

ARTICLE IX. INDEMNIFICATION

The corporation has the power to indemnify (including the power to advance expenses to) its directors, officers, employees, and agents made a party to a legal proceeding, as defined in local or state laws. However, no such indemnity shall indemnify any such director, officer, employee, or agent from or on account of: (1) acts or omissions of such director, officer, employee, or agent finally adjudged to be intentional misconduct or a knowing violation of law; or (2) any transaction with respect to which it was finally adjudged that such director, officer, employee, or agent personally received a benefit in money, property, or services to which such person was not legally entitled.

ARTICLE X. EMERGENCY POWERS

Section 1. Definition

The members of this church recognize that times of national or local emergency may occur, making it impossible to fulfill all of the requirements of these Bylaws or the church's Articles of Incorporation. Times of national, state, or local emergency may be called by the president of the United States or the governor of Oklahoma, or the local, regional, county, or city government due to natural disaster (earthquake, tidal wave, volcano, flood, storm, etc.), pandemic, war, civil unrest, or any seen or unseen emergency of significance.

Section 2. Circumstances

In the event of any emergency as described in Section 1 above, making it impossible to conduct business or services as usual for this church, including any board or membership business meetings, the official Board of Deacons/Directors, or remaining available members of the Board of Deacons/Directors, shall be empowered to act as fiduciaries of this church to ensure the continuation of services and business in the most feasible, safe, legal, and prudent manner, as good stewards holding to biblical values as outlined in these Bylaws.

Section 3. Process Steps

- a. Upon such an emergency declaration, making it impossible to conduct normal business or services as usual, and pursuant to applicable emergency powers or bylaws of Oklahoma regarding emergency bylaws, the remaining active Board of Deacons/Directors shall enact special emergency bylaws and powers as needed to accommodate such an emergency.
- b. By majority vote of the remaining Board of Deacons/Directors, they shall be granted emergency power to draft and enact any emergency bylaw provision pursuant to the aforementioned state laws. These emergency bylaws may bypass any and all of the current church bylaws as needed in order to comply with all federal and state requirements and/or regulations pertaining to meetings or other accompanying standard operating procedure business of the church such as elections and meetings of any kind.
- c. These emergency bylaws and powers will empower the Board of Deacons/Directors and members of this church to act in any legal, biblical, reasonable and prudent manner they deem necessary to conduct such business that may conflict with current church bylaw provisions or requirements, including, but not limited to normal business operations, providing for congregational services and community care, the suspension of an annual business meeting and/or other regular business until such a time as the current emergency is resolved and emergency measures are lifted.
- d. Once the emergency crisis is declared over by a declaration of the government and/or the church Board of Deacons/Directors (after consulting with church legal counsel if possible), then standard operating procedures for this church's business and compliance with regular church bylaws and operations will resume.

Article XI. AMENDMENTS

Amendments to these Bylaws may be made at any annual or special meeting of the voting members of this church, provided notice of proposed amendments in written or electronic format has been made available to the membership no less than three (3) weeks prior to consideration. Such proposed amendments shall be adopted upon receiving a majority vote (50% plus one vote) of legal ballots cast by active members present. Final approval for any amendment shall be ratified by the OKAG Executive Presbytery. **Note:** Only those members present and whose names appear on the active membership roster shall have the right to cast a vote. Absentee ballots or voting by proxy shall not be accepted.

DATED this ____ day of _____, 20____.

For minutes of business meeting to approve:

_____, 20____ was the date of the meeting of the members at which these newly revised bylaws were adopted. A quorum was present at the meeting, and the bylaws received a ____ (number of percentage) ____ vote of those members present and entitled to vote.

(Name of Church)

By: _____

_____, (Name) _____, Lead Pastor

Board of Deacons/Directors: (Print Names and Sign)
