



FAMILY BUILDERS FELLOWSHIP, INC.

BYLAWS

February 16, 2013

"The God of heaven will give us success. We His servants will start rebuilding," Nehemiah 2:20
Phone: 703.858.7175 | P.O. Box 9742, Alexandria, VA 22304 | www.fbfselam.org | Info@fbfselam.org

Article 1

Name and Location of Office

The Name of this organization is Family Builders Fellowship, Inc. It is a Virginia nonprofit organization with its principal office in Alexandria, Virginia.

Article 2

Vision and Mission

Vision

To build spiritually healthy and balanced families

Mission

- To continually equip ourselves with God's principles for reaching families through prayer, the study of scripture, discussion groups, and marriage counseling.
- To be bold as we reach out to our brothers and sisters who are struggling in their marriage and to encourage them through prayer and counseling that they might find healing and reconciliation through Jesus Christ.
- To reach out to our single brothers and sisters with the encouragement to be patient and faithful in waiting for God's Will in their lives and teach what to look for in relationships and prepare for marriage life when appropriate.

Article 3

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe the family, as designed by God, is one of God's primary means of passing on godly values from generation to generation.
- We believe that children are a gift from God and Parents should see themselves as God's ambassadors, working to build strong character in the lives of their children through consistent godly living, nurturing, discipline, and teaching them right from wrong.

- We also believe that God gives abundant grace to the broken families. Therefore, we believe He can and does enable them to carry out His functions and principles for healthy family life. We are committed to comforting, encouraging, and teaching these families God's principles of marriage and family life.

Article 4

Fellowship Authority

4.1. General Authority

The general authority shall be under the members of the Family Builder Fellowship, Inc.

4.2. Board of Directors

The Board of Directors shall be the highest decision making organ and it is composed of the Chairman, and the board members (not less than five in numbers)

4.2.1. Criteria

- Should fulfill the membership criteria and ethical code of the Family Builders Fellowship, Inc.
- Should believe in the mission, vision, and objectives of the Family Builders Fellowship, Inc.
- Should be mature and humble; Able to protect, teach, lead, and administer faithfully and diligently
- Willing to commit time to the Family Builders Fellowship, Inc.
- Should be a member of Family Builders Fellowship, Inc. for at least one year
- Married couples or closely related families cannot serve the same term as Board members

4.2.2. Election

- Only members of the Family Builders Fellowship, Inc. can elect Board members
- Board members elect the Board Chairman, Secretary, Treasurer, and Strategic Leadership Team (SLT) Chairman

4.2.3. Procedures of Election for Board Membership

- The Family Builders Fellowship, Inc. members elect a temporary Election committee to run the election
- This election committee will have three members
- This election committee will appoint its own election committee chairman who coordinates its activity
- The election committee shall pray to seek guidance from God
- The election committee collect names of candidates and their life testimony
- The election committee shall select three candidates who meet the Board of Directors criteria
- The Board of Directors candidates shall be invited separately and secretly and the committee shall take time with them.
- The Board of Directors members and the Election committee hold a joint meeting and name two candidates to be presented to the Family Builders Fellowship, Inc. members
- The Election committee shall present the two nominees to the Family Builders Fellowship, Inc. members in consultation with the Board Chairman

- The Family Builders Fellowship, Inc. members votes on the candidates. The committee counts the votes and presents the highest voted candidate to be the new Board of directors member
- Quorum for this purpose shall be 2/3 of the members

4.2.4. Board of Directors Meeting

- Regular quarterly meetings shall be held at any place and time convenient to all Board of Directors members, any active members of the Family Builders Fellowship, Inc. are welcome to attend the meeting unless it is closed session board members meeting
- The Board of directors shall elect its Chairman, Secretary, Treasurer, and Strategic Leadership Team Chairman
- In the absence of the Chairman the Secretary chairs meetings on his behalf
- Quorum shall consist of 2/3 of the members of the Board of Directors
- Resolutions shall be adopted by majority vote
- The Chairman of the Board of Directors shall represent the Family Builders Fellowship, Inc.
- Board of Directors can have its own guidelines. No guidelines shall contradict, alter or amend the by-laws of the fellowship

4.2.5. Duties & Responsibilities of the Board of Directors

- The board of directors serves as the final governing body of the organization, and acts as a monitor for all executive positions and activity of the Family Builders Fellowship, Inc.
- To pray about God's work
- To approve new members
- To protect, teach, counsel, and admonish members
- To prepare short and long term plans and approve Annual Budgeting
- They keep the accounts of the fellowship and monitor the Fellowship's financial guideline and activity
- Supervise the property of the Family Builders Fellowship, Inc.
- Hire employees
- Resolve administrative problems
- Call annual meeting or special meetings

4.2.5.1. Chairman of the Board of Directors

- Runs the Board's activities
- Prepares the items for discussion along with the Secretary
- Chairs the meetings of the Board of the Directors
- Implements resolutions adopted by the Board of Directors regarding short and long term plans and Annual Budgeting
- Reports progress to the Board every six-month and gives annual report
- Reports problems and uncertainties ahead of time to the Board of Directors

4.2.5.1.1. Term for Chairman of the Board of Directors

- The term for Chairman of the Board of Directors is two years. The Chairman of the Board of Directors can serve a maximum of two terms consecutively.

4.2.5.2. Secretary

- The Secretary shall keep minutes of the meeting of the Board of Directors and any other meeting
- She/He chairs meetings in the absence of the Chairman
- Prepares items of discussion
- Keeps registers, books, and the seal
- Directs received letters to the appropriate committee chair
- The Secretary will keep faithful records of all proceedings of the board

4.2.5.2.1. Term for Secretary

- The term for secretary is two years. The Secretary can serve a maximum of two terms consecutively.

4.2.5.3. Treasurer

- The Treasurer keeps records of money and deposits it in the Family Builders Fellowship, Inc. account
- The Treasurer will be responsible for oversight of the financial operation of the fellowship, including required audits or reviews
- The Treasurer will ensure that proper records are maintained and that quarterly financial reports are made to the board and yearly to all members
- Runs the organization's account according to the Family Builders Fellowship, Inc. financial guideline and approved budget by the Board of Directors
- Shall make sure money is deposited within three days
- Shall report to the Board of Directors quarterly
- Shall keep receipts of all expenses
- Shall prepare or oversee the filing of taxes whenever necessary

4.2.5.3.1. Term for Treasurer

- The term for Treasurer is two years. The Treasurer can serve a maximum of two terms consecutively.

4.2.5.4. Strategic Leadership Team (SLT)

- The Family Builders Fellowship, Inc. Strategic Leadership Team (SLT) serves as the core leadership group responsible for the implementation of the Family Builder Fellowship Inc. strategic plan
- SLT's role is to develop best practice plan, to ensure the team's goals are met, and to make sure the team is working as a collective body to be successful
- Provide guidance to the Family Builders Fellowship, Inc. leaders
- Provide guidance to the development and implementation of members and departments work plans
- Provide a quarterly report to the Family Builders Fellowship, Inc. Board of Directors regarding the status and progress of the Family Builder Fellowship Inc. departments

4.2.5.5. Chairman

- He/She is the chairman of Strategic Leadership Team of Family Builders Fellowship, Inc. (Strategic Leadership Team is the collection of leaders on each Family Builders Fellowship, Inc. departments)
- Provides an update on the progress, challenges, and opportunities of each Family Builders Fellowship, Inc. ministries to the Board of Directors
- The SLT Chairman develops an agenda for each of the Strategic Leadership Team meetings
- The SLT Chairman chairs and facilitates leadership team meetings using a consensus model for decision-making
- The SLT Chairman encourages the active participation of Leadership Team members and enforces the requirement of their attendance at Leadership Team meetings

4.2.5.5.1. Term for SLT Chairman

- The term for SLT chairmanship is two years. The SLT Chairman can serve a maximum of two terms consecutively.

4.2.6 Term for Board of Directors Members

Currently, there is no term limit for board members of Family Builders Fellowship, Inc. There will be a two term limit when the number of members of the Family Builders Fellowship, Inc. is more than twenty five.

4.2.7 Termination of a Board Member

- Unable to carry out his/her duties due to change of residence
- Shows neglect and no responsibility
- Found teaching, supporting or disseminating teaching contradictory to the basis of faith and objectives of the fellowship
- Unfaithfulness
- Convicted of crime or proven moral failure
- Reluctant to be bound by the majority decision of the Board members
- Unable to lead the fellowship due to sickness or death
- Written request of termination to be excused (exonerated) and it is approved

Article 5

Family Builders Fellowship Inc. Covenant

Trusting Christ alone as our Lord and Savior, and being in agreement with the Calling, Commitments, Convictions, Core Values, Beliefs and Governance of Family Builders Fellowship, Inc., we commit ourselves to the Lord and to the other members of the fellowship to protect our unity, serve and support the Family Builders Fellowship, Inc.. Specifically, to be a fully faithful follower of Christ through pursuing the followings:

- By trusting in Jesus Christ alone for forgiveness & hope
- By actively pursuing personal holiness before God, loving others as Christ has loved us
- By searching out & using our gifts & talents
- By developing a servant’s heart & wholeheartedly support, love, and care for others
- By helping others who are in need and by praying for them regularly
- By faithfully attending Family Builders Fellowship, Inc. services, meetings, and activities
- By telling others the good news of hope & peace
- By placing a high priority on the assignments that we have given
- By accepting people for who they are, giving God time to “clean & restore life” to them
- By diligently promoting the unity of the Family Builders Fellowship, Inc. organization, being a peacemaker with all
- By respectfully following this organization policy and procedure, trusting and supporting the leadership
- By humbly submitting to the Family Builders Fellowship, Inc. discipline, graciously repenting when approached about personal sin, and lovingly restoring others who become entangled in sin

Article 6

Memberships

A member is a person admitted to the fellowship and who has received Jesus Christ as his personal savior and accepts the basis of faith and leadership of the Family Builders Fellowship, Inc..

6.1. Criteria for membership

To become a member of the fellowship:

- First, a person must have accepted Christ as his/her personal Lord and Savior
- Any believer who requests to be a member will be interviewed by the recruiters or the Board members regarding of his/her faith, Christian journey, experience, and practices
- The Board of Directors shall determine his/her request
- Any person who requested to be a member of Family Builders Fellowship, Inc. and if approved will be introduced to the Family Builders Fellowship, Inc. members
- The person must be willing to commit time to serve the Family Builders Fellowship, Inc.

6.1.1. Membership Classes

There shall be two (2) classes of membership in the Family Builders Fellowship, Inc.:

- (1) Active members – members who meet the Family Builders Fellowship, Inc. “Criteria for membership”
- (2) Supporting members - Volunteers who have not yet meet the criteria for active membership in Family Builders Fellowship, Inc., but they may join the Fellowship as Supporters. Supporting members lack certain rights available to active members

6.1.1.1. Active membership requirement

- Monthly contribution
- Regular participation in the Family Builders Fellowship, Inc. monthly discussion forum
- Serve the Family Builders Fellowship, Inc. in one of its divisions per his/her ability.
- Abide by the ethical guidance of the Family Builders Fellowship, Inc.

** Individual Memberships: Dues for Active members are \$120.00 per year or \$180 .00 for couples. The Family Builders Fellowship, Inc. Board of Directors may increase these dues for any future calendar year but must give at least three months' notice to the Members before doing so.

6.1.2. Membership responsibilities

- It is the Biblical requirement of each members to:
 1. Protect the Unity of the Family Builders Fellowship, Inc. by acting in love toward other members, refusing to gossip, and following the decisions of the board (Romans 15:5, 1 Peter 1:22, Ephesians 4:29, Hebrews 13:17).
 2. Share the Responsibility of the Family Builders Fellowship, Inc. by praying for the fellowship, inviting others to attend, and warmly welcoming those who visit (1 Thessalonians 1:2, Luke 14:23, Romans 15:7).
 3. Support the Ministry of the Family Builders Fellowship, Inc. by discovering our gifts and talents, by being equipped to serve, and by developing a servant's heart (1 Pet 4:10, Ephesians 4:11-12 Philippians 2:3-7).
 4. Support the Testimony of the Family Builders Fellowship, Inc. by attending faithfully, living a godly life, and supporting the fellowship financially (Hebrews 10:25, Philippians 1:27, 2 Corinthians 9:6-7).
- The members of the Family Builders Fellowship, Inc. must agree to abide by the rules and regulations (constitution and bylaws) which are now in effect and as they may be amended according to the bylaws.
- The Family Builders Fellowship, Inc. member must agree that the fellowship's board has the right to cancel and/or revoke any membership

6.1.3. Privileges of active member

- Serve in all activities they were assigned
- Participate in all members' meeting
- Can ask for clarification on any issue
- Active members can call general meeting of all members. They/he/she shall collect signatures of at least 20% of all the members.
- Participate in election of Board members and committee chairs.
- Make nominations for positions, and to vote in elections thereof.

6.1.4. Privileges of a supporting member

- Serve in all activities they were assigned
- Participate in all members' meeting
- Can ask for clarification on any issue

6.2. Termination of Membership

- Death
- Dismissal
- Request from the member
- Unable to carry out his/her duties

6.3. Renewal of Membership

The Chairman of the Board of Directors has the responsibility of readmitting dismissed members. Nonetheless, the Board of Directors shall verify the truthfulness of their repentance not only in words but also in deeds.

Article 7

Discipline

Discipline and correction shall be the responsibility of the Board of Directors.

- The discipline should be edifying
- Discipline and correction shall include chastisement
- The purpose of the discipline shall be to the glory of God, purity of the fellowship and benefit and growth of the believer
- No member is exempt from discipline.

Article 8

Compensation/ Remuneration

The Board of Directors assumes the responsibility of arranging any payment or expense made for the services to the fellowship.

Article 9

General meeting

9.1. Regular meeting

- General meeting shall be held at the end of the year in December to hear the annual report
- The Board of Directors Chairman leads the General meeting

9.2. Special meeting

A special meeting can be called by majority decision of the Board of Directors or at a written or signed request of 20% of all the members. The meeting shall be announced four weeks before the scheduled date of meeting. Quorum shall be 50% of the members.

Article 10

Conflicts of Interest

No member of the board of directors or members will benefit financially by sitting on the organization's board or membership.

Article 11

Advisory Board

Family Builders Fellowship, Inc. Advisory Board is made up of volunteers who offer their input, ideas and expert advice to the Family Builders Fellowship, Inc. elected Board of Directors. Family Builders Fellowship, Inc. Advisory Board members are not legally bound, but give advice and support to the Board of Directors. An Advisory Board member with experience and insight is the perfect person to help Family Builders Fellowship, Inc. directors determine the strategic direction of the organization.

11.1. Advisory Board Member Roles

- Provide input and feedback
- All advisory board members are expected to carry out a specific function independently
- An advisory member's focus should be helping the board of directors with certain responsibilities
- Both Board and Advisory Board should work in a team effort with the organization's best interests in mind

11.2. Advisory Board Members Responsibilities and Duties

- Provide advice on promotional Ideas and public awareness
- Attend meetings
- Contribute input and feedback
- Provide advice on organizational development
- Advise the organization on what directions it should follow

Article 12

Dissolution

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (C) (3) of the Internal Revenue code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government or to state or local government, for a public purpose. Any such asset not disposed of by the Court of Common Pleas of the County in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purpose

Article 13

Indemnification of Directors

Legal Actions, Suits, or Proceedings brought against Directors of FBF:

1. FBF Directors are not liable for the debts and liabilities of the corporation.
2. Discretionary Indemnification: FBF may, at the sole discretion of the Board of Directors, indemnify any director against any judgment and any expenses including attorneys' fees incurred by him/her in connection with the defense of any action, suit or legal proceeding, civil or criminal, in which she/he is made a party by reason of being or having been such director.
3. Limitations upon Indemnification: FBF shall have no obligation to provide indemnification to any director in relation to matters as to which she/he shall be considered by FBF Board of Directors to have acted with gross negligence or misconduct in the performance of a duty owed by such director to FBF.

Article 14

Amendments

Article(s) can be amended if the amendment is accepted by 2/3 of the Board of Directors and the members in the general meeting.

Approved by the Board of Directors

Saturday February 16, 2013

Approved by Family Builders Fellowship, Inc. Members

Saturday February 16, 2013

Secretary

Date

I, the undersigned, being Secretary of the Corporation, hereby certify that the above is a true, complete and accurate copy of the Bylaws adopted by the Board of Directors and members of Family Builders Fellowship, Inc.