

International Church of the Foursquare Gospel

CORPORATE BYLAWS | 2018 EDITION



2018 Edition

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**BYLAWS OF THE
INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL
A Religious Corporation**

These amended and restated bylaws (sometimes referred to hereafter as “Bylaws” and “these Bylaws”) are adopted by the Board of Directors and members of the International Church of the Foursquare Gospel, a religious corporation, this 31st day of May, 2018 to carry out the specific and primary purposes of this corporation as set forth in its Articles of Incorporation (sometimes referred to hereafter as “the Articles”), which are to maintain and operate a religious corporation and to propagate and disseminate the religious principles embraced in the Foursquare Gospel. These principles are set forth in the “Declaration of Faith,” compiled by Aimee Semple McPherson, founder.

**ARTICLE I
Name and Seal**

The name of this corporation shall be the INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL. The corporate seal shall consist of two concentric circles between which shall be the name of the corporation and in the center of which shall appear “Incorporated 1927, California.”

**ARTICLE II
Offices**

The principal office of the corporation shall be located at 1910 West Sunset Boulevard, Suite #200, Los Angeles, California 90026. The corporation may also maintain offices at other places within or without the bounds of the United States.

**ARTICLE III
Definitions**

- 3.1 **INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL.** A religious body incorporated as the formal organization of the Foursquare movement (sometimes referred to herein as “The Foursquare Church”).
- 3.2 **FOURSQUARE MOVEMENT.** Persons who have voluntarily joined together under the authority of the International Church of the Foursquare Gospel to propagate and disseminate the religious principles embraced in the Foursquare Gospel as set forth in the “Declaration of Faith,” compiled by Aimee Semple McPherson, founder.
- 3.3 **FOURSQUARE CHURCH.** Any local body of believers in the United States, which is established and operated in accordance with these Bylaws and accepted by Board action. A Foursquare church may be a Charter Foursquare church, a District Foursquare church or a Covenant Foursquare church. Charter and District Foursquare churches are not separate legal entities. They are subordinate units of the International Church of the Foursquare Gospel. Covenant Foursquare churches are separate legal entities. Each Foursquare church is organized and operated to carry out the ecclesiastical and evangelistic endeavors of the International Church of the Foursquare Gospel. Each local church is accepted by Board action. All are affiliated with International Church of the Foursquare Gospel by these Bylaws and/or other covenants.

- A. **Charter Church.** A church established and chartered by International Church of the Foursquare Gospel as a local Foursquare church or a church not previously established by International Church of the Foursquare Gospel which has elected to become a local Foursquare church having no legal existence, articles of incorporation, bylaws or other organizing documents apart from those of the International Church of the Foursquare Gospel and which has transferred title to all of its property into the name of the International Church of the Foursquare Gospel with no possibility of reversion unless specifically agreed to by the Board.
 - B. **District Church.** A local Foursquare church that has not yet developed to the point of being granted Charter or Covenant status pursuant to these Bylaws. A District church shall not be authorized to establish or operate a separate legal entity.
 - C. **Covenant Church.** A local church previously established by the International Church of the Foursquare Gospel that has elected, with Board approval, to have a legal existence apart from that of the International Church of the Foursquare Gospel and to affiliate with the International Church of the Foursquare Gospel by mutual agreement in a covenant relationship which obligates the local church to operate by the Bylaws of the International Church of the Foursquare Gospel, with the rights and duties pertaining thereto; or a local church not previously established by or associated with the International Church of the Foursquare Gospel that is a separate legal entity that has elected to affiliate with the International Church of the Foursquare Gospel by mutual agreement in a covenant relationship which obligates the local church to operate by the Bylaws of the International Church of the Foursquare Gospel, with the rights and duties pertaining thereto.
- 3.4 **FOURSQUARE CONVENTION.** An official gathering of the members called together by the president or Board of Directors to fellowship, to rejoice in what the Lord has done, to receive fresh anointing for the task ahead, and to conduct pending business. By the refining and the perpetuation of these Bylaws, the convention body gives direction to the Foursquare movement.
 - 3.5 **BOARD OF DIRECTORS.** The official body of the International Church of the Foursquare Gospel (sometimes referred to hereafter as the “Board”) to oversee the carrying out of the objects and purposes and direction stated in the Articles and these Bylaws. These directors are collectively referred to as the Board. The Board shall consist of not less than 12 and not more than 25 members.
 - 3.6 **EXECUTIVE COUNCIL.** A body of leaders from the Foursquare movement with the responsibility of advising on items to be placed on the agenda for meetings of the members of the International Church of the Foursquare Gospel. This group acts in an advisory capacity to the president and the Board of Directors on all other matters brought before it by the Board of Directors.
 - 3.7 **FOURSQUARE CABINET.** An advisory body to the Board, herein referred to as the Cabinet, on matters concerning the Foursquare movement.
 - 3.8 **FOURSQUARE ASSOCIATION.** A network of Christian ministers and churches which are in fellowship with the International Church of the Foursquare Gospel to exalt Jesus Christ and to

propagate and disseminate the religious principles embraced in the Foursquare Gospel as proclaimed by Aimee Semple McPherson and adhere to the Foursquare Global Distinctives and Values (sometimes referred to hereafter as ‘the Association’). The Association is in no way designed or intended to function as an unincorporated association or to be a separate legal or jural entity. The Board shall have the power to determine the requirements, procedures and regulations of membership and participation in the Foursquare Association. The Association shall have no bylaws or separate governing board and shall hold no assets. Members of the Association may not hold themselves out as agents for one another or of the International Church of the Foursquare Gospel on the basis of membership in the Association. The Foursquare Association is not an agency of the International Church of the Foursquare Gospel.

A. **Church membership in the Association** is comprised of:

1. **Local Foursquare churches**, as defined herein above.
2. **Community churches.** A Community church is a local church which is a separate legal entity governed by its own organizational documents and structure that elects to affiliate with the International Church of the Foursquare Gospel and other churches of the Foursquare Association on a relational basis of shared belief and adherence to the values stated in the Foursquare Global Distinctives and Values. Community churches are completely autonomous and independent legal entities. International Church of the Foursquare Gospel shall have no control over the governance or management of any Community church. Community churches select, hire, and license and/or ordain their ministers and other personnel and employees. International Church of the Foursquare Gospel shall have no control or say in the day-to-day decisions of any Community church. International Church of the Foursquare Gospel and its members, directors, officers and agents shall not be held liable for the debts, obligations or liabilities of any Community church. The relationship between a Community church and the Association is a voluntary relationship that may be ended by the Community church, the Association or the International Church of the Foursquare Gospel at-will. Community churches and personnel are not agents of the International Church of the Foursquare Gospel or the Foursquare Association, or vice versa.

A local church not a Foursquare church may affiliate with the International Church of the Foursquare Gospel and other churches of the Foursquare Association as a Community church by making successful application and by paying any fee determined by the Board of the International Church of the Foursquare Gospel. Approval of the application is the decision of the Board. Upon approval of its application, a Community church may use the trade name “Foursquare” in the following manner, “a Community church of the Foursquare Association.”

B. **Minister membership in the Association** is comprised of:

1. **Foursquare licensed and ordained ministers.** Licensed and ordained ministers of the International Church of the Foursquare Gospel

2. **Community Ministers.** Community ministers are ministers not licensed or ordained by the International Church of the Foursquare Gospel who voluntarily elect to associate with the International Church of the Foursquare Gospel and Foursquare ministers solely on a relational basis. The relationship between the Foursquare Association and a Community minister is a voluntary relationship that may be ended by the minister, the Association or the International Church of the Foursquare Gospel at will. Community ministers are not agents of the International Church of the Foursquare Gospel or the Foursquare Association, or vice versa.

A minister of the Gospel who is not a licensed or ordained Foursquare minister may affiliate with the International Church of the Foursquare Gospel and other ministers of the Foursquare Association as a Community minister by making successful application and by paying any fee determined by the Board of the International Church of the Foursquare Gospel. Approval of the application is the decision of the Board. Upon approval, a Community minister may self-identify as “a Community minister of the Foursquare Association” so long as the minister is a member in good standing.

3.9 FOURSQUARE GLOBAL DISTINCTIVES AND VALUES:

- A. **Kingdom Partnerships**
We will work alongside other Christians and churches. We will be a distinct movement, but will also hold a collegial spirit and maintain a helpful and cooperative posture with whom we can partner in mission.
- B. **Sound Doctrine**
The Declaration of Faith of the Foursquare Church will guide our practice, church polity, and call of believers into the work of the Kingdom. It will be a biblical statement, apply to all members, and be the Declaration of Faith for all churches and all member nations. Its roots are deeply rooted in the sole source of spiritual authority – the Word of God.
- C. **Empowering Leadership**
According to God’s gifting and calling, we will intentionally prepare and release men and women across generations and cultures into all positions of leadership and areas of ministry.
- D. **Family Relationships**
We will relate to each other with love in our Global Family. We acknowledge that relationships are the heart of God’s Kingdom and will extend grace to fellow believers through ministry, cooperation and mutual submission in our global church.
- E. **Spirit Empowerment**
As a Spirit-filled movement, we will consistently minister the Baptism of the Holy Spirit, and teach and encourage believers to fully express the gifts of the Spirit in their daily lives. We totally submit ourselves in obedience to the Spirit’s use of our lives and His miraculous works in our day.

F. **Shared Mission**

We will focus our mission and ministry efforts on multiplying disciples, leaders, churches and national movements. Holding to God’s passion for the lost, we will seek a movement of evangelism, mercy ministries, contextualized church planting and mobilizing indigenous believers in ministry among all peoples.

- 3.10 **CHURCH COUNCIL.** The Church Council of a Foursquare church, consists of the pastor and four to 12 persons elected or ratified from the church membership except where by written approval of the district supervisor the number of persons has been increased or decreased. The Church Council shares the stewardship of the financial assets and property of a Foursquare church with the senior pastor. For a Covenant church, the term “Church Council” is the functional equivalent of the board of directors, board of trustees, board of elders, etc. of the Covenant church’s legal entity and shall serve as the “Church Council.”

**ARTICLE IV
Members**

- 4.1 **MEMBERS.** The members of this corporation are

- A. The officers and directors of the International Church of the Foursquare Gospel.
- B. Licensed ministers of the International Church of the Foursquare Gospel holding active status under provisions of these Bylaws.
- C. Members in good standing of Charter, Covenant and District Foursquare churches established, organized, or otherwise accepted, and operating under these Bylaws.

- 4.2 **TERMINATION OF MEMBERSHIP.** Membership in this corporation shall automatically terminate when a member ceases, for any reason, to satisfy the requirements of this Article IV.

**ARTICLE V
Meetings of Members**

- 5.1 **CONVENTIONS**

- A. **Regular.** At least once every two calendar years the president, with the approval of the Board, shall cause to be called, preferably between March 1 and August 31, a meeting of this corporation’s members. The meeting shall be known as a regular convention.
- B. **Interim.** In case of necessity, the Board, by a two-thirds vote of all its members, may call a special meeting of this corporation’s members that shall be designated as an interim convention.

5.2 **NOTICES OF CONVENTIONS.** A written or electronic notice of each regular or interim convention shall be sent to each Foursquare church located in the United States of America. Notice to inform the membership of the convention may be accomplished by electronic means and by posting of convention information on the website of International Church of the Foursquare Gospel. Notice of a regular convention shall be given at least six months prior to its designated date of commencement. Notice of an interim convention shall be given at least 30 days prior to its designated date of commencement. Notice of an interim convention shall state the purpose thereof.

The Board may extend a written invitation to attend convention to any minister of the Foursquare Association whose membership in the Foursquare Association is current. The Board may extend a written invitation to any other minister or person to attend. Unless entitled to vote pursuant to Article V Section 5.5 of these Bylaws, all such invitees will be nonvoting attendees.

5.3 **CONDUCT OF REGULAR CONVENTIONS**

- A. **Chairperson.** The president of the corporation or the president's designee shall preside at all regular conventions. In the absence of the president and the president's designee, the following persons, in order of succession, shall preside: a vice president or a member of the corporation's Board elected to serve as chairperson of the convention by a majority vote of all members of the Board.
- B. **Reports.** At each regular convention, official business reports shall be received from the following: president, treasurer, general supervisor, director of missions, committees whose reports require corporate action, and individuals giving Cabinet-recommended reports.
- C. **Other Business.** In addition to the required reports, the following matters shall be placed before the convention:
 - 1. Opportunity for Foursquare ministers and voting delegates to express opinions, questions and concerns to the Board.
 - 2. Items placed on the agenda by the Board and items not previously submitted to the Executive Council, provided the delayed voting requirements set forth in Bylaw Article V, Section 5.3 D are satisfied. All matters not previously submitted to the Executive Council, if recommended by the convention, shall be referred to the Board for committee review or other appropriate action.
 - 3. The approval of members reappointed by the Board to fill appointed seats on the Board and the approval of other nonvoting participants appointed to the Board.
 - 4. The vote for ratification of appointments of the president for a second term of office when required by the Cabinet, pursuant to Article VII, Section 7.1.2.A (5) of these Bylaws.

5. If timely, the approval of a person to fill the office of the president. The candidates shall be submitted by the Cabinet.
6. Proposed amendments to this corporation's Articles of Incorporation and Bylaws.

D. **Delayed Voting.** Any proposed amendment to the corporation's Articles of Incorporation or Bylaws, any proposal not previously presented to the Executive Council, or any proposal that requires provision for or the expenditure of funds not included in the corporation's current annual budget shall not be voted upon until the day following the day upon which it is introduced on the floor during a business session of the regular convention. Only when the delay of one day would be deemed harmful to the corporation may the deferral be waived by a two-thirds vote of the authorized voters present at the time of the vote.

5.4 **CONDUCT OF INTERIM CONVENTIONS.** The president or the officer or other person selected to serve as the chairperson (selected in the manner provided for regular conventions) shall preside at interim conventions. The only matters to be considered at an interim convention shall be those designated in the notice of the interim convention.

5.5 **MEMBERS ENTITLED TO VOTE ON CONVENTION BUSINESS.** The members of this corporation who shall have full voting power on all matters considered at regular and interim conventions are those members who are registered for the convention and who belong to at least one of the following categories:

- A. Officers and directors of the International Church of the Foursquare Gospel
- B. Licensed ministers of the International Church of the Foursquare Gospel holding active status under the provision of these Bylaws and whose credential fees are paid current at the time the convention convenes or when an absentee ballot is requested. A minister whose credential fees are not current at the time the convention convenes or when an absentee ballot is requested will not be privileged to vote.
- C. Delegates from Foursquare churches: one delegate for each 50 members or fraction thereof from each Foursquare church located in the United States of America.

5.6 **NONVOTING ATTENDEES.** At the discretion of the Board, all nonvoting attendees who are registered at any regular or interim convention may be admitted to any corporate business session.

5.7 **CONVENTION VOTING PROCEDURES**

- A. **Registration.** To be entitled to vote, members shall register to be in attendance at convention or, in an election year, register to cast a ballot for president by absentee ballot. Registered voting members shall display valid voting delegate credentials, and shall be entitled to one vote on each item presented. There shall not be voting by proxy at any convention.

- B. **Quorum.** A majority of registered voting members in attendance at a convention shall constitute a quorum at a convention. At conventions where a vote for president shall be conducted, the number of members who registered to cast an absentee ballot for president shall be included in the determination of whether the convention has attained a quorum. The voting members present at a convention at which a quorum has been established may continue to transact business until final adjournment of the convention at its originally scheduled termination date. If the withdrawal of voting members leaves less than a quorum, any action (other than amending the Bylaws or Articles of Incorporation) may be approved by at least a majority of the voting members present at the time of the vote.
- C. **Voting.** Where voting at the convention is required by these Bylaws to approve the selection of persons to serve as directors, officers, and members of national Cabinets and councils, such voting shall be by written ballot or, if authorized by the Board pursuant to these Bylaws, by electronic ballot capable of being saved, retrieved and printed. Voting on other matters shall be conducted in the manner determined by the chairperson. The secretary of the corporation shall cause all votes to be counted and shall report the results to the convention body. A ballot that is illegible, does not indicate a selection, or by write-in indicates a person not nominated by the Cabinet, shall not be counted as a “vote cast.” All ballots shall be retained for not less than 30 days. In order to be approved, candidates must receive a majority of the votes cast for the positions for which they have been selected. As long as quorum requirements have been met, resolutions receiving a majority vote shall be declared as passed.

5.8 VOTING BY MAIL

- A. **Special Action.** In the event an action taken by the Board requires the approval of this corporation’s voting members, and if in the opinion of the Board it would be impractical to wait for a regular convention or to call an interim convention, the Board, by two-thirds majority vote, may submit the resolution by mail to the corporation’s voting members for approval. The resolution shall be mailed to each voting member not less than 30 days prior to the last date authorized for its return to the corporation. The resolution shall be accompanied by a form of ballot upon which there shall be a place to indicate a “yes” or “no” vote and a place for the signature and title of the voter. The notice to qualified voters shall state the date on or before which the ballots must be received by the corporation in order to be counted.
- B. **Voter Eligibility.** As long as they continue to meet the requirements applicable to voting members, all voting members shall remain such for the purpose of voting by mail, as herein provided, from the date of registration at a regular convention until 30 days prior to the date set for the next regular or interim convention.
- C. **Vote Counting.** All ballots returned within the allotted time for voting shall be counted by the secretary or by the secretary’s authorized representative(s). The results shall be reported by the secretary at the next meeting of the Board and recorded in the Board’s minutes. The results shall be published, and the ballots received by the corporation shall be kept until the adjournment of the next regular convention.

5.9 **ABSENTEE VOTING FOR PRESIDENT.** The Board may authorize and direct the corporate secretary to implement procedures to allow and facilitate absentee voting for the office of president by the members described in Bylaw Article V, Sections 5.5.A. and B.

- A. **Vote by Mail.** To vote by mail, an eligible member must register for convention and request an absentee ballot, and return the ballot within time limits communicated by the corporate secretary. All ballots returned within the allotted time for voting shall be counted by an independent accounting firm selected by the corporate secretary and vote tabulation results reported to the corporate secretary at the same time the tally of ballots cast on-site at convention are reported. The number of ballots cast by mail shall be reported by the secretary to the convention and recorded in the convention’s minutes. The results of the election shall be published, and the ballots received by the corporation shall be kept until the adjournment of the next regular convention.

- B. **Electronic Voting.** The corporate secretary may implement and publicize procedures to allow and facilitate absentee voting electronically. To vote electronically, an eligible member must register for convention and request to vote for president electronically, and electronically transmit their ballot within the time limits communicated by the corporate secretary. All ballots transmitted electronically within the allotted time for voting shall be counted by an independent accounting firm selected by the corporate secretary and vote tabulation results reported to the corporate secretary. The number of ballots cast electronically shall be reported by the secretary at the convention and recorded in the convention’s minutes. Ballots transmitted electronically must be capable of being saved, retrieved and printed. The results of the election shall be published, and the ballots received by the corporation shall be kept until the adjournment of the next regular convention.

ARTICLE VI
Board of Directors

6.1 **POWERS AND DUTIES.** Subject to the Articles, these Bylaws, and applicable law, the corporate activities of the corporation shall be conducted and all corporate powers shall be employed by or under the direction of the Board. The Board is responsible for discipline as well as general corporate management. The Board may delegate the management of various activities to any person or persons provided that the activities and affairs of the corporation shall be managed and corporate powers shall be exercised under the direction of the Board. No director, officer, minister, member, Church Council, Foursquare Association church, employee of the foregoing, or employee of any other entity within this corporation is empowered to act as a legal agent of the International Church of the Foursquare Gospel without the prior written authorization of the Board, except for acts expressly authorized in these Bylaws. In addition to the other powers enumerated in these Bylaws, the Board shall have the following powers:

- A. To call conventions.

- B. To license and ordain ministers in accordance with the Articles and these Bylaws. However, the granting of ministerial credentials shall not confer any agency authority to act on behalf of this corporation.
- C. To appoint the corporation's officers, both general and executive (excluding its president, who shall be selected in the manner provided in these Bylaws); missionaries; councils; committees; and chairpersons thereof. The Board may seek input from any segment or area of the Foursquare movement concerning its plans or the selection of personnel to fill its offices.
- D. To create offices, departments, and districts as needed to accomplish the corporation's objectives and purposes, and to direct their activities.
- E. To employ persons as needed to accomplish the corporation's objects and purposes, taking into account the broad constituency of the Foursquare movement.
- F. To fix salaries and other compensation of the corporation's officers and other employees who are to receive salaries or other compensation for their services.
- G. To terminate from office or employment any officer (excluding the president, who may be terminated only upon the recommendation of the Cabinet in the manner provided for in these Bylaws) or other corporate employee if, in the opinion of a majority of the Board, such termination would be in the best interests of this corporation.
- H. To override a presidential veto by a two-thirds majority vote of all Board members.
- I. To make financial arrangements to carry out the purposes of this corporation and to authorize the execution by the proper corporate officers of securities or evidences of indebtedness or other documents as required.
- J. To buy, sell, exchange, encumber, and generally deal in real properties, improved or unimproved.
- K. To acquire and operate Bible colleges or auxiliary endeavors. The Board may adopt bylaws governing such operations. The Board may establish a separate board of trustees for each college.
- L. The Board, through the executive department or other subsidiary corporations of the International Church of the Foursquare Gospel, shall be responsible for but not limited to overseeing the operations of the following:
 - 1. Foursquare insurance
 - 2. Foursquare loan fund
 - 3. Foursquare Foundation
 - 4. Foursquare income properties proximate to the central office
- M. To do and perform other acts and things required of it by these Bylaws and/or applicable law, with all powers necessary therefore.

- 6.2 **NUMBER OF DIRECTORS.** The number of directors shall be not less than 12 and not more than 25. The Board shall fix the exact authorized number of directors from time to time, within the limits specified within this Section.
- 6.3 **COMPOSITION OF THE BOARD.** The Board shall be composed of the following officers, selected directors, and appointed directors, each of whom shall at all times be a member in good standing of a local Foursquare church. The number of directors serving on the Board who are regularly compensated by the central office, a district office or any wholly owned subsidiary of the International Church of the Foursquare Gospel shall not exceed five. No person directly related by blood or marriage to a district supervisor or an executive officer of the corporation may serve as a director.
- A. **Officers.** The following corporate officers shall be members of the Board: the president and the vice presidents who oversee national church operations, global church operations, and corporate administrative operations of the International Church of the Foursquare Gospel.
- B. **Selected Directors.** A representative shall be selected from each district to serve a five-year term and until his or her successor is duly selected.

Nominees to serve as a director from the district shall be selected from among the ministers of the district. Each nominee shall be a currently licensed and ordained minister in good standing and shall be under appointment to a local Foursquare church in the district that the minister will represent.

The selection of district representative nominees shall be conducted as follows: (1) ministers of the district who hold current ordination or U.S. Foursquare license shall be given the opportunity to recommend to the district supervisor the names of qualified ministers. (2) The district supervisor and the district council shall select three nominees to be voted on by the ministers of the district. Selections shall be based upon criteria provided by the Board. The district supervisor shall transmit the names of the nominees to the corporate secretary.

The ministers who will serve as the directors from the districts shall be selected from among the nominees previously selected from districts by an election conducted by the corporate secretary. The ministers in the district who hold current ordination or U.S. Foursquare license shall vote by mail, according to instructions from the corporate secretary to select from among the nominees the ministers to serve as the representative directors. Alternatively, such voting, if authorized by the Board pursuant to these Bylaws, may be by electronic ballot capable of being saved, retrieved and printed.

A ballot that is illegible, does not indicate a selection, or by write-in indicates a person not nominated, shall not be counted as a "vote cast." All ballots shall be retained for not less than 30 days. In order to be approved, candidates must receive a majority of the votes cast for the positions for which they have been selected. An independent accounting firm that has been selected by the corporation's secretary shall oversee the tallying of the

ballots. Voting procedures shall be established and supervised by the secretary, who shall certify the results to the Board and the district.

A selected director's term shall commence on September 1, or as soon thereafter as the selection has been certified by the corporation's secretary, and shall continue through August 31 of the fifth year thereafter. No director may be elected to serve consecutive terms of office. No director shall concurrently serve as a selected or appointed member of the Cabinet.

When a director becomes ineligible to serve on the Board of directors because of a geographical move from the district that elected the director, the director shall be deemed to have resigned. The effective date of resignation may be delayed by the Board, in its discretion, to allow completion of the resigning director's current term, so long as the resignation is effective within one year of the date of the director's relocation from the district that elected the director.

Should the seat of a selected director become vacant before the expiration of that director's term, the Board shall appoint one of the final nominees previously selected by the ministers of the district to serve the remainder of the unexpired term.

- C. **Appointed Directors.** Members in good standing of a local Foursquare church may be appointed as directors by the Board (not to exceed the maximum number of directors) for a term of five years. Reappointment of appointed directors shall be subject to approval by a majority of votes cast at a regular convention occurring prior to the expiration of the appointed director's initial or subsequent term as a director. The Cabinet shall ratify, by majority vote, directors appointed to the Board. No person who fails to be ratified may continue to serve as an appointed director. Failure to be ratified shall not negate any prior vote cast by an appointed director. An appointed director's term shall commence on September 1 and shall continue through August 31 of the fifth year thereafter, provided the appointment was ratified as required.
- D. **Resignation by change of location or position.** A director becomes ineligible to serve on the Board of directors when a director relocates geographically from the district that elected the director, or when the director takes a position for which the director is regularly compensated by the central office, a district office or any wholly owned subsidiary of the International Church of the Foursquare Gospel, and when their continued service on the Board would cause the number of such regularly compensated directors to exceed five. In such case, the director shall be deemed to have resigned. At the discretion of the Board, the effective date of resignation may be delayed for up to one year.
- E. **Staggered Term Limits.** The Board shall coordinate the ending of the terms of its various members, excluding the president, such that no more than one third of the Board shall have terms ending in any given calendar year.

6.4 **BOARD NONVOTING PARTICIPANTS**

- A. **Designated Subsidiaries.** The Board shall assign a permanent seat at its meetings and conference calls as nonvoting participants to representatives of the corporation's subsidiaries: Life Pacific College, Foursquare Foundation and Foursquare Financial Solutions. In the absence of other designation by the Board, the representative shall be the chairperson of the subsidiary's Board of directors. The Board of the International Church of the Foursquare Gospel may designate from time to time other subsidiaries to be represented at its meetings.
- B. **Other Nonvoting Participants.** The Board may invite persons or appoint persons of specific expertise or insight to serve as nonvoting participants in Board deliberations. The term of service shall not exceed one year, but the term(s) may be renewed if the Board so chooses to a maximum of five consecutive terms.

6.5 **RIGHTS AND PRIVILEGES.** All directors shall enjoy the same rights and privileges, including the power to vote on all matters presented to the Board; however, a director may not vote on any matter in which there may be a conflict of interest. All nonvoting participants may participate fully in Board deliberations, except for the right to propose a motion, second a motion or vote.

6.6 **VACANCIES.** Any director, excepting the last remaining director, may resign, effective upon giving written notice to the president, the secretary, or the Board unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is to be effective at a future time, a successor may be selected or appointed in the manner provided in these Bylaws to take office when the resignation becomes effective. Vacancies among the appointed members of the Board may be filled by approval of the remaining members of the Board. Each director so chosen shall hold office until the expiration of the term of the replaced director and until a successor has been chosen. A vacancy or vacancies in the Board shall be deemed to exist in case of the death, resignation, or removal of any director, or if the authorized number of directors be increased. No reduction of the authorized number of directors shall have the effect of removing any director prior to the expiration of the director's term of office.

6.7 **REMOVAL.** If the Board determines that a director, other than the president, is failing to function in the best interests of this corporation, the Board shall have the power to remove the director by a two-thirds vote of the Board.

6.8 **PLACE OF MEETING.** Regular or special meetings of the Board shall be held at any place within or without the bounds of the State of California, which may be designated from time to time by the Board. In the absence of such designation, regular meetings shall be held at the principal office of the corporation.

6.9 **REGULAR MEETINGS.** The Board shall determine the schedule of regular meetings and shall be responsible to inform each director of the time and place of each meeting.

6.10 **SPECIAL MEETINGS.** Special meetings of the Board for any purpose or purposes may be called at any time by the chairperson or by a majority of the Board. Special meetings of the

Board shall be held upon four days' notice by first-class mail or 48 hours' notice delivered personally or by telephone or electronic means.

- 6.11 **QUORUM.** A majority of the members of the Board shall constitute a quorum of the Board for the transaction of business. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, unless a greater number be required by law or by the Articles or these Bylaws.

ARTICLE VII

Executive Officers

All executive officers shall be chosen from among ordained Foursquare ministers who are in full compliance with the Articles and these Bylaws and who have demonstrated spiritual leadership and ability to perform the duties of the offices to which they are appointed. They shall be appointed by and serve at the pleasure of the president and the Board, except for the president who shall be selected in accordance with these Bylaws. The executive officers of this corporation shall be the president, vice presidents, secretary, assistant secretary, and treasurer. The Board may appoint additional executive officers and may combine executive offices with general offices.

7.1 THE PRESIDENT

7.1.1 Powers and Duties

- A. The president is the spiritual leader and corporate executive officer of the Foursquare movement and has appointive powers, subject to these Bylaws and the approval of the Board. The president shall be responsible for general supervision and direction of the corporation. The president has the general powers and duties usually vested in the office of the president of a corporation, including the power to veto any act of the Board, subject to the provisions of Article VI, Section 6.1.H of these Bylaws. The president shall be responsible for recommending to the Board the appointment of personnel to fill executive offices as needed. The president shall perform such other duties and have such other powers as may be prescribed by the Board.
- B. The president or the president's designee shall preside at all conventions.
- C. As the leader of the Foursquare movement, the president shall strive for the salvation of souls; encourage the worship of God; uplift our Lord and Savior, Jesus Christ; honor the ministry of the Holy Spirit; work to strengthen the body of believers; and promote every effort to fulfill the command of Jesus to preach the Word to all people.
- D. The president shall serve with the Board, general supervisor, director of Foursquare Missions International, and the Foursquare Global Council to foster worldwide evangelism, discipleship, and church planting. The president shall serve as the chair, vice-chair or as a member of the Foursquare Global Council, as determined by the president and the Foursquare Global Council.

- E. The president's name shall be affixed to all corporate ministerial credentials, certificates, church charters, and pastoral appointments.
- F. Upon resolution of the Board, the president shall sign all documents upon which the signature of the president is required.
- G. The president shall be responsible for the preparation of the corporation's annual budget, which shall be submitted to the Board for consideration and approval at a date set by the Board. No unbudgeted funds shall be expended without the prior approval of the Board.
- H. The president shall oversee the corporation's compliance with laws, rules, and regulations applicable to this corporation, including the signing and filing of reports for federal, state, and local governments.
- I. The president shall be an ex officio member of all committees.

7.1.2 **Procedures for Selecting the President.** When the office of president has or will become vacant due to resignation, retirement, death, removal, expiration of the president's term of office, or for any other reason, the Cabinet shall select candidates for the office of president as set forth in these Bylaws.

A. **Minister Participation.**

1. Each licensed minister shall be given opportunity to submit the names of two nominees to an accounting firm designated by the corporate secretary for confidential tally.
2. The accounting firm shall provide the corporate secretary and the Board with the names of the 25 individuals receiving the most nominations from the ministers in alphabetical order. The number of nominations each received will be included in the report.
3. The list of the 25 individuals receiving the most nominations shall be provided to the Cabinet at the special session of Cabinet in January. The list shall not be made available to the Cabinet any sooner so as to protect these individuals from undue pressure.
4. The Cabinet retains the right to nominate whomever they choose.

B. **Preparation of Cabinet Members.** The corporate secretary shall provide each Cabinet member with a job description of the president's duties and a copy of the presidential selection process, at least two months prior to the Cabinet meeting. In order to prepare to participate in the selection of candidates for Foursquare president, each member of Cabinet:

1. Shall review the powers and duties for the office of president and the procedures for selecting the president set forth in these Bylaws.
2. Shall be encouraged to pray and fast.

C. Special Session of Cabinet Convened.

1. A special session of the Cabinet shall be convened in January for the purpose of selecting nominees for president. The chairperson of the Board or other person designated by the Board shall moderate the session.
2. A quorum of the Cabinet shall be established and the number announced.
3. The moderator shall distribute a copy of the presidential selection process.

D. Formation of the Nominee Review Committee.

1. Before the nomination process begins an ad hoc “nominee review committee” shall be formed. There shall be one person from each district on the committee. The corporate secretary shall chair the committee.
 - 1.1. Cabinet members will gather together briefly with those from their district to elect from among themselves a representative to this committee.
 - 1.2. The supervisor of each district, or a designee, should chair the meeting.
 - 1.3. The name of the representative who is chosen will be reported to the moderator of the Cabinet.
2. The nominee review committee shall:
 - 2.1. Tally the votes cast for nominees, and
 - 2.2. Interview the nominees.
3. Each committee member must signify in writing their agreement to hold all personal information learned about the nominees as strictly confidential information, not to be disclosed to any person, including a spouse, without the express consent of the nominees. Anyone unable or unwilling to make such written pledge shall be excused and an alternate selected.

E. Candidate Nomination. The Cabinet shall nominate two or three candidates for the office of president for placement on the ballot at convention. The process for nominating candidates shall proceed as follows:

1. At the special session, the list of the 25 persons receiving the most minister nominations shall be presented.
2. Each Cabinet member shall nominate two names, using a written ballot. These names need not be drawn from the list of 25 receiving the most minister nominations.

3. The names of persons receiving Cabinet member nomination shall be tallied by the nominee review committee and the 25 persons receiving the most Cabinet member nominations shall be posted, ranked in order from highest number of nomination votes received to the lowest.
- F. **Nominee Review.** Once the list of 25 names has been posted, the special session of Cabinet may be recessed by the moderator and a regular Cabinet meeting convened so the Cabinet may conduct any other business it may have in a regular Cabinet meeting. Meanwhile the nominee review committee shall begin interviewing the 25 nominees. As much as possible, the interviews will be conducted in-person while the Cabinet is in session. Otherwise, teleconference interviews may be conducted. The entire nominee review committee should strive to be present for each interview.
1. The nominee review committee's role is solely to inquire of each candidate concerning these personal matters to determine if there is cause to disqualify. If opinions differ, a committee vote shall be taken. The corporate secretary shall also vote in case of a tie.
 2. Committee members shall not eliminate any candidate based on personal preference, but shall remain neutral and equitable toward all.
 3. The qualifying process shall begin with the nominee receiving the highest number of nomination votes, and shall proceed then to the next highest nominee and so forth until all nominees have been reviewed.
 4. The nominee review committee shall ask each nominee the following questions:
 - 4.1. "Are you willing to serve?"
 - 4.2. "Do you or your spouse have any serious health issues?"
 - 4.3. "Do you have any serious marital problems?"
 - 4.4. "Do you have any serious legal or financial problems or debt?"
 - 4.5. "Is there anything about your life which, if it came to light, could jeopardize your leadership in this office?"
 - 4.6. "Are you and have you demonstrated a consistent commitment to the expectations of a minister as outlined in the Foursquare Bylaws (such as the extension tithing and support of FMI)?"
 5. When the nominee review committee has completed its work, the Cabinet moderator shall be notified and the moderator shall reconvene the special Cabinet meeting. The names of those nominees who have been qualified by the nominee review committee will then be reported to the Cabinet. The Cabinet shall then vote their preference and a final list of nominees created ranked from the highest number of votes to the lowest.

- 5.1. Each nominee shall be given time to pray and discuss with their spouse and other trusted friends their willingness to serve as president.
- 5.2. Not later than two weeks after adjournment of the special Cabinet meeting each nominee shall confirm his or her availability to serve as president, if elected. Absent extreme extenuating circumstances, a nominee failing to respond shall be deemed unavailable to serve as president.
- 5.3. At the next regular Cabinet meeting the four nominees who received greatest number of nomination votes and who have indicated their willingness to serve as president shall be interviewed by the Cabinet.

G. **Cabinet Nomination Meeting.** On the first day of the regular Cabinet meeting in March, selection of two or three candidates for placement on the convention ballot for the office of president shall be a priority item of business on the meeting agenda. The procedure for this agenda item of business shall be the same as that followed at the previous special Cabinet meeting.

1. The chairperson of the Board or other person designated by the Board shall moderate the meeting.
2. A quorum shall be established and the number reported.
3. The moderator shall distribute a written description of the presidential selection process.
4. The Cabinet members will be given the names of the four nominees to be interviewed. These names will not be made public sooner so as to protect the families and congregations of the nominees from unnecessary disruption.
5. Before commencement of nominee interviews, the Cabinet shall determine by vote whether to place two or three candidates on the convention ballot. The moderator shall allow adequate time for the Cabinet to deliberate on this matter.

H. **Nominee Interviews.** Nominee interviews before Cabinet shall be conducted as follows:

1. Each of the four nominees and their spouse shall be interviewed in alphabetical order based on the first letter of their last name.
2. As a nominee is being interviewed, other nominees and their spouses shall not be present.
3. Each nominee shall initially respond to five questions. The nominee shall not be interrupted for questions or comments. The questions are:
 - 3.1. Do you fully subscribe to the Foursquare Declaration of Faith (as compiled by Aimee Semple McPherson)?”

- 3.2. Briefly describe your history as a minister.” (The nominee may hand out or electronically display a resume, if desired.)
- 3.3. Have you been faithful in belief and practice to the mission, financial support and polity of The Foursquare Church as set forth in the Articles of Incorporation and Bylaws of the International Church of the Foursquare Gospel?”
- 3.4. Describe the role of the Foursquare president, as you understand it.”
- 3.5. Describe four action steps you believe The Foursquare Church needs to take in the near future.”

4. Each nominee will begin by answering the five standard questions above without being interrupted for questioning.
5. When a nominee’s response is complete, the moderator shall invite the Cabinet to ask any questions they wish of the nominee. A nominee, however, may decline to answer any particular question.
6. When the moderator or a member of Cabinet feels that sufficient information about a nominee has been brought forth, he or she may move that the interview of that individual be closed. The motion must receive a second and a majority vote to be adopted.
7. This process shall continue until all committee-approved nominees remaining from the original list of four have been interviewed.

I. **Final Voting for Placement on the Convention Ballot.** The names of the two or three nominees who receive the most votes will be placed on the voter ballot at convention for the office of president. To be placed on the ballot a nominee must be approved by two thirds of the Cabinet. Cabinet voting shall be conducted as follows:

1. Each Cabinet member shall vote by written ballot for one candidate. If a nominee is a member of Cabinet, the nominee shall not vote on his or her own nomination.
2. Voting shall continue until the requisite number of nominees, each with a two-thirds approval, emerge. Each time a vote is taken, a Cabinet member may cast only one vote.
3. Between votes, the Cabinet may continue to deliberate to gain consensus. During deliberations, the nominees shall not be present.

J. **Convention Voting Procedures.+**

1. Each nominee shall have (a) demonstrated faithfulness to Foursquare mission, doctrine, and polity as set forth in the Articles, these Bylaws, and the “Declaration of

Faith”; (b) a proven ability to understand, appreciate, and lead within the Foursquare movement; (c) a reputation as a person of maturity, integrity, and good moral character; (d) a proven pastoral heart, Foursquare missions vision, evangelistic fervor, and servant leadership; and (e) a record of long-term and proven ministry, and shall have exemplified those core values that have characterized the spirit of the Foursquare family. Names of the nominees so nominated shall be made known to each Foursquare church located in the United States of America and to the members described in Bylaw Article V, Sections 5.5 A. and B. at least 45 days prior to convention. Names of the nominees so nominated shall be presented to the members authorized to vote at the convention or by absentee ballot for written or electronic balloting. Ballots shall be counted by an independent accounting firm selected by the corporate secretary and vote tabulation results reported to the corporate secretary. If a second ballot is required to select from among three nominees, the nominee receiving the least number of votes on the initial ballot shall not appear on the second ballot. A ballot that is illegible, does not indicate a selection, or by write-in indicates a person not nominated by the Cabinet, or not received within the allotted time, shall not be counted as a “vote cast.” The corporate secretary shall inform the candidates of the result of the vote privately, before it is announced publicly. The public announcement shall not include the number of votes received. Election results shall be announced to the convention body in the first evening service of the convention after the results are known.

2. On the first full day of convention a business session shall be convened for the express purpose of electing a president from among the candidates nominated by the Cabinet. The Cabinet’s nominees for the office of president shall be presented to the convention body. The Board shall have discretion to vary from time to time the format for presenting the nominees to the convention provided that in each election the nominees have an opportunity to address the convention and the voters in attendance at the convention have opportunity to pose questions to the nominees regarding any topic relevant to doctrine, practice, the Foursquare movement or the office of president. However, nominees shall not be questioned about personal matters since such matters were already reviewed in the Cabinet’s nominating deliberations.
3. When the presentation and interview of the nominees has been completed, the names of the nominees so nominated shall be presented to the authorized voters at the convention-for balloting. Ballots shall be counted by an independent accounting firm selected by the corporate secretary and vote tabulation results reported to the corporate secretary. If a second ballot is required to select from among three nominees, the nominee receiving the least number of votes on the initial ballot shall not appear on the second ballot. A ballot that is illegible, does not indicate a selection, or by write-in indicates a person not nominated by the Cabinet, or not received within the allotted time, shall not be counted as a “vote cast.” The corporate secretary shall inform the candidates of the result of the vote privately, before it is announced publicly. The public announcement shall not include the number of votes received. Election results shall be announced to the convention body in the first evening service of the convention after the results are known.

4. The nominee receiving a majority of the votes cast shall be deemed president-elect. An oath of office shall be administered to the president-elect on the last evening of convention immediately preceding the date when the president-elect takes office as president. The president-elect shall take office as president on the first day of the fourth month following the close of the convention. The term of president shall be for the ensuing five years and until a successor shall be duly elected and qualified.
 5. In the event that the president, in the year before the final year of the president's term of office, gives advance written notice to the Cabinet before it meets of his or her willingness to be considered for a second term of office, the Cabinet may choose to recommend to the convention that it ratify the president for a second term of office at the following convention by written ratification ballot. The Cabinet may or may not choose to recommend to the convention that it ratify the president for a second term of office at the following convention by written ratification ballot. A recommendation by the Cabinet to the convention that the president be ratified for a second term requires a two-thirds approval vote of the Cabinet. The president shall be ratified for a second term of office by vote of 75 percent (75%) of the votes cast at convention including authorized absentee votes cast. If the president is ratified for a second term in the final year of the president's first term, no presidential selection process will be conducted.
- K. **President-elect.** When a president in the year before the final year of the president's term of office, gives advance written notice to the Cabinet before it meets of his or her unwillingness to be considered for a second term of office, or when a president is serving a second term of office, the process for selecting a president-elect shall be done in the fourth year of the president's term rather than the final year. This will result in the president-elect being determined more than a year before the president-elect takes office as president.

The board shall determine, with the consent of the president-elect, the length of the term for serving in a compensated role as president-elect. The term shall conclude on the day the president-elect is to take office as president and shall not exceed 12 months. The board shall also determine the appropriate compensation for serving as a president-elect. The president-elect shall:

1. Accomplish an orderly transition from current responsibilities
2. Learn and become oriented to the role and responsibilities of the office of president,
3. Serve as a nonvoting participant on the Board and all Board committees.

7.1.3 **President's Term Limit.** No person may serve more than two consecutive terms of office as president. Upon leaving office, the outgoing president may be appointed by the Board to another place of service in the International Church of the Foursquare Gospel. The Board shall determine compensation protocols to guide, inform, and assist the transition of a president leaving office.

- 7.1.4 **Removal.** If, during a president's term of office, the Board decides that a president is failing to function in the best interests of this corporation, the Board shall have the power to call a meeting of the Cabinet to seek a satisfactory solution. The Cabinet, by majority vote, shall recommend action to the Board, which may include removing the president from office. If the Board, on the recommendation of the Cabinet, votes to remove the person holding the office of president from that office, the procedures set forth in these Bylaws shall be followed to select a new president.
- 7.1.5 **Selection of Interim President.** When the office of president has or will become vacant due to resignation, retirement, death, or for any other reason, the Board shall select one of its voting members to serve as interim president; this person shall serve until the next president is selected in the manner herein set forth and approved. The Board shall make its selection of interim president using a process substantially similar to the process stated in Article VII, Section 7.1.2 ("Procedures for Selecting the President"). A special meeting of the Board will be called to begin the selection process. Prior to the meeting the directors will review the Bylaws and prepare spiritually. At the meeting nominations for the person to serve as interim president will be received. Thereafter a review committee will be formed to review the qualifications of the nominees and interview them. Nominees are excluded from serving on the review committee. At a subsequent Board meeting the review committee will present its recommendations and the Board will vote to select an interim president. Nominees shall recuse themselves from deliberations and from voting. The person receiving the most votes shall be designated as the interim president. The Board will endeavor to complete this process as expeditiously as possible.

The person chosen to serve as interim president may not be considered as a candidate for selection of the next president unless approved as a candidate by three-fourth's approval of the Cabinet in its selection process.

If the nominee selection process for a new president cannot be reasonably completed by the next regular convention, the Board may delay the convention vote to an interim convention or to the following regular convention thereafter. The Board-appointed interim president will continue to serve, with ratification at the next regular convention, until a president-elect takes office. If the interim president is not ratified by the convention body, the Board shall select from its own members another interim president to serve until a president-elect takes office.

- 7.2 **OTHER EXECUTIVE OFFICERS.** The offices of vice presidents, secretary, assistant secretary, and treasurer shall be filled by appointment of the Board. These officers shall serve at the pleasure of the Board and until their respective successors are duly appointed and installed. The installation of a new officer shall terminate the appointment of the previous officeholder, who shall deliver all books, papers, electronic data, and documents to the successor so installed.
- 7.2.1 **Vice Presidents.** In the temporary absence or disability of the president, the Board shall designate a vice president to perform all the duties of the president as president pro tempore and when so acting shall have all the powers of and be subject to all the restrictions upon the president. The vice president designated as president pro tempore shall have such other powers and perform such other duties as from time to time may be prescribed by the Board. In other respects, a vice president shall have such duties as may be assigned to him or her by the president and/or the Board.

7.2.2 **Secretary.** The secretary shall

- A. Perform the usual and ordinary duties of secretary of a religious corporation.
- B. Attest to the signatures of corporate officers when necessary.
- C. Maintain accurate minutes of all conventions and Board meetings.
- D. Register the qualified voters, as defined in these Bylaws, at each convention.
- E. Tally and report the results of the written votes at each convention.
- F. Maintain custody and care of the corporate seal, minutes, records, books, documents, and communications; give oversight to the procedures for storage, preservation, and retrieval of all corporate records, minutes, books, documents and communications, except the books of account which are required to be kept in the treasurer's custody.
- G. Receive and preserve all reports rendered to the corporation by its officers and committee chairpersons for the period of time established by the Board.
- H. Perform other duties not inconsistent with the office which the president or Board may require.
- I. Maintain records of all ordained or licensed personnel.

7.2.3 **Assistant Secretary.** The assistant secretary shall perform the duties of secretary in the absence or disability of the secretary and shall assist the secretary as requested.

7.2.4 **Treasurer.** The treasurer shall

- A. Keep and maintain or cause to be kept and maintained adequate and correct accounts of the financial transactions of the corporation.
- B. Deposit all moneys and other valuables of the corporation in the name and to the credit of the corporation with such depositories as may be designated by the Board.
- C. Disburse the funds of the corporation as directed by the Board.
- D. Render each year a report of the corporation's financial operations and condition as of December 31 of the prior year.
- E. Prepare monthly reports of the corporate financial operations for the president and Board.
- F. Report to the Board, as requested, transactions performed as treasurer.
- G. Be bonded with a surety company, if deemed advantageous by the Board.

ARTICLE VIII

General Officers

All general officers shall be chosen from among ordained Foursquare ministers who are in full compliance with the Articles and these Bylaws and who have demonstrated spiritual leadership and ability to perform the duties of the offices to which they are appointed. They shall be appointed by and serve at the pleasure of the president and the Board.

8.1 GENERAL SUPERVISOR

8.1.1 Selection. The person selected as the general supervisor shall have a record of long-term commitment and service to the International Church of the Foursquare Gospel.

8.1.2 Powers and Duties. The general supervisor shall

- A. Supervise the activities of the national church of the International Church of the Foursquare Gospel in all 50 states of the United States.
- B. Recommend personnel to the Board for appointment to the office of district supervisor.
- C. Be in direct charge of the activities of all district supervisors and shall be devoted to the health and growth of Foursquare churches throughout the districts in furtherance of the objectives and purposes of the International Church of the Foursquare Gospel. In the event any office of district supervisor becomes vacant, the general supervisor shall assume the responsibilities of such office until the Board appoints a replacement.
- D. Keep the Board informed of conditions throughout the churches.
- E. Be responsible for the national church office and its ministries.
- F. Be responsible for resolving problems concerning churches or ministers that might adversely affect this corporation. The general supervisor shall inform the president and the Board of all problems that could have an adverse effect on the corporation.
- G. As directed by the president, oversee the compliance of Foursquare churches in the United States with laws, rules, and regulations applicable to this corporation.
- H. Provide the district supervisors with operational guidelines for the district offices and the divisional superintendents.

8.2 DISTRICT SUPERVISORS

8.2.1 Selection. District supervisors shall be chosen for their interest in the expansion of the Foursquare movement. They shall be accountable to the president and general supervisor, serving five-year terms over their districts as designated by the Board. The general supervisor

shall review annually the performances of the district supervisors; biennially the general supervisor's review shall include evaluations by the senior pastors of the supervisors' respective districts.

Reappointment of a district supervisor by the Board shall be subject to the recommendation of the general supervisor. Removal of a district supervisor shall be pursuant to Bylaw Article VIII, Section 8.2.3.

8.2.2 Powers and Duties. The district supervisors shall

- A. Devote themselves to the strengthening and multiplication of Foursquare churches within their respective districts in accordance with the Articles and these Bylaws. Their duties shall include but are not limited to the following:
 1. Providing and promoting continuing leadership development opportunities for Foursquare ministers
 2. Fostering relationships and accountability among Foursquare ministers
 3. Encouraging the effectiveness and spiritual health of local churches and ministers
 4. Promoting church starts and church growth
 5. Strategically investing budgeted funds to achieve church starts and growth
 6. Recommending minister personnel to the Board for pastoral appointments
 7. Assisting the Board in resolving church or minister related crises and disputes
 8. Assisting the Board in administrative functions
 9. Assuring sound doctrine and practice in Foursquare churches
 10. Encouraging local churches to form active partnerships with Foursquare Missions International
 11. Making local churches aware of district camping programs
- B. Maintain district offices at locations approved by the Board.
- C. Visit the Foursquare churches within their respective districts.
- D. Divide their districts into divisions and from each division select a minister residing therein to be the divisional superintendent; supply the divisional superintendents with operational guidelines as provided by the general supervisor.
- E. Appoint such other representatives as needed to carry out specific district assignments.

- F. Receive from ministers or churches at a district level the fees and assessments that have been previously authorized by the Board.
- G. Refer to the general supervisor any matter that may create an actual or potential conflict of interest or the appearance thereof. The general supervisor shall act as the district supervisor of any church whose pastor is serving as a district supervisor.
- H. Exercise the authority and discharge the duties of a Church Council for a Foursquare church with no Church Council.

8.2.3 **Removal.** In the event that a district supervisor is not functioning in the best interests of the corporation or the district, the general supervisor, with the concurrence of the president and with majority approval of the Board, shall have power to remove the supervisor and appoint a replacement.

8.2.4 **District Council.** Each district supervisor shall appoint an advisory committee of no less than five persons to serve as a district council. Appointees shall include any Board member residing in the district, and the district's selected four-year term Cabinet representative. Other appointees may be lay persons, retired ministers, licensed ministers of Foursquare churches of the district and superintendents of the district who are not employed by a district office. District council members may be removed by the district supervisor with concurrence of the general supervisor. The district supervisor shall cause minutes of the meetings of the district council to be maintained and copied to the general supervisor. The district council shall meet no less than quarterly to

- A. Pray for and minister to the district supervisor.
- B. Review district finances.
- C. Review district programs and plans.
- D. Assist the district supervisor to select nominees to offer to the ministers of the district for vote as members of the Board and Cabinet from the district pursuant to Article VI, Section 6.3.B. and Article XI, Section 11.1.1.B.
- E. Assist the district supervisor to fill vacancies, as needed, to the Board and Cabinet from the district pursuant to Article VI, Section 6.3.B. and Article XI, Section 11.1.1.B.
- F. Assist the Board, the general supervisor, and the district supervisor in resolving church- or minister-related crises and disputes, including matters of ethics, pastoral and Church Council removals, and church closures.

8.3 **DIVISIONAL SUPERINTENDENTS**

- 8.3.1 **Selection.** Divisional superintendents shall be appointed for one year from among the ministers ministering in that district. Appointments by the district supervisor of divisional superintendents shall be subject to approval by the general supervisor and confirmation by the Board.
- 8.3.2 **Powers and Duties.** The divisional superintendents
- A. Shall be members of the Executive Council.
 - B. Shall participate in district functions and shall be responsible to the district supervisor to carry out district programs at the divisional level and such other assignments as specified by the district supervisor.
 - C. May be appointed to the district council of their district unless they are district employees.
- 8.3.3 **Removal.** In the event it appears that a divisional superintendent is not functioning in the best interest of the district or the division, the district supervisor, with the concurrence of the general supervisor, shall have the power to remove the superintendent and to appoint a replacement.

8.4 **DIRECTOR OF MISSIONS**

- 8.4.1 **Selection.** The director of missions shall be chosen for his or her missionary vision from among the missionaries or missions-minded ministers of the International Church of the Foursquare Gospel.
- 8.4.2 **Powers and Duties.** The director of missions shall
- A. Have general supervision of all missionary activities and personnel. The director of missions shall carry out the Board's instructions in all mission activities.
 - B. Be devoted to the building up of the missionary fields in accordance with the Articles and these Bylaws. The director of missions shall present the needs of the missionary fields and make recommendations to the Board. The director of missions shall assist in the preparation of the missionary budget and in its presentation to the Board for approval or revision, assist in raising the budgeted funds, and oversee the disbursement of authorized funds. The director of missions shall be responsible for the use of funds approved by the Board. The director of missions shall communicate the activities, objectives and needs of the missionary fields to local Foursquare churches in the United States.

ARTICLE IX

Assets and Finances

9.1 **ASSETS**

- A. **Corporate property.** All property shall be held in the name of the International Church of the Foursquare Gospel, except as otherwise expressly authorized by the Board, and at all times shall be used to carry out the purposes for which this corporation has been established.

- B. **Property of Charter and District Foursquare churches.** Title to all property of all Charter and District Foursquare churches shall at all times stand in the name of the International Church of the Foursquare Gospel, except as otherwise expressly authorized by the Board or these Bylaws, and shall be used to carry out the purposes of the Foursquare movement.

While individual members, including an entire congregation of a Foursquare church, have the right at any time to resign as members, the Foursquare church of which they were formerly members, including all property both real and personal, shall remain at all times vested in the International Church of the Foursquare Gospel, or as otherwise expressly authorized by the Board, and shall remain irrevocably dedicated to the Foursquare movement.

Consistent with the provisions of its Articles of Incorporation and these Bylaws, the International Church of the Foursquare Gospel, operating through its Board, has the authority to determine the use or disposition of all property standing in the name of the International Church of the Foursquare Gospel and formerly used by an inactive or seceding Charter or District congregation.

- C. **Other Legal Entities.** The provisions of Article IX, Section 9.1.B notwithstanding, a Charter or Covenant Foursquare church may establish with Board approval a special purpose legal entity or a property holding legal entity as a subsidiary of International Church of the Foursquare Gospel. Such local entities, to the satisfaction of the Board, shall satisfy these requirements:
1. The organizing documents of the local legal entity evidence a nonprofit purpose unequivocally related to the propagation of the Christian faith and message
 2. The organizing documents of the local entity do not govern the operations, personnel or ministry of the church
 3. The local entity is granted federal tax exempt status or qualifies to be included within the group exemption of the International Church of the Foursquare Gospel
 4. Any other requirements the Board deems necessary or appropriate.

9.2 FINANCES

- 9.2.1 **General Funds.** The corporation's funds shall be kept in the depositories designated by the Board. Disbursements of funds shall be made by check or draft, which shall be signed by any two officers or other persons authorized or designated by the Board to sign and whose names shall be registered or recorded with the bank(s) in which the funds are kept, according to the rules and regulations of the bank(s).

9.2.2 **Special Funds.** The Board shall have power to set up special funds as it may deem desirable for the achievement of the corporation's objectives and purposes. There shall be the following special funds:

- A. **Global Missions Fund.** This fund shall consist of missionary offerings received from Foursquare churches and other donors and shall be used for the worldwide propagation of the Foursquare Gospel.
- B. **Ministry Extension Tithe Fund.** Foursquare churches embrace the biblical principle and blessing of tithing. This is expressed by Foursquare churches setting aside ten percent of the tithes and offerings received locally as a church tithe, referred to as the "Ministry Extension Tithe Fund." The Board may receive and/or allow to be retained locally the Ministry Extension Tithe Fund. Amounts of the Ministry Extension Tithe Fund authorized by the Board to be retained by the local church shall be used for missional activity. Local churches shall provide to their district offices annual reports regarding the use of those retained funds. All of the Ministry Extension Tithe Fund not retained by the local church shall be transmitted promptly each month, according to provided instructions. This fund shall be used by the Board for central, national and district offices operations and for ministry advancement.
- C. **Ministerial Benevolent Fund.** This fund shall consist of a portion of the fees received for issuance of credentials, as determined by the Board. Proceeds of this fund shall be disbursed at the discretion of and on such terms as may be established by the Board as gifts to assist Foursquare ministers in case of sickness, accident or death. At the discretion of the Board, a minister's spouse may be allowed to participate by contributing an annual amount fixed by the Board.
- D. **Designated Missions Funds.** This fund shall consist of offerings received for special, approved world missions projects, disaster relief, and funds designated for missionary personnel endorsed by Foursquare Missions International. Upon receipt, all designated funds are the property of International Church of the Foursquare Gospel. Designated funds shall be accounted for separately from other funds and shall be used for the purpose for which they were given. A reasonable charge may be deducted to cover handling expenses and costs involved. The Board reserves the right to accept or refuse any gift to be designated as "designated funds."

9.2.3 **Endowment Fund.**

- A. **Purpose of Fund.** This fund shall initially consist of the funds on hand from Foursquare Foundation at the transition of Foursquare Foundation to International Church of the Foursquare Gospel. This fund shall be known as the Endowment Fund. The Endowment Fund shall seek to accomplish the dual objectives of providing a "spend" for the Board to use to fund the mission of The Foursquare Church while at the same time securing and growing the Endowment Fund in perpetuity so it will also benefit future generations of The Foursquare Church.

- B. **Administration of Fund.** The Board is ultimately responsible for the management of the Endowment Fund and the use of the money generated by the Endowment Fund, but shall empower a standing committee of the Board to manage the Endowment Fund, and a standing committee to advise on how to use the annual spend from the Endowment Fund. The management committee shall have members with proven business acumen and experience in various fields of investment and portfolio management, as well as a dedication to the advancement of the purposes of International Church of the Foursquare Gospel. The Board, with guidance and recommendation from the management committee, shall establish an investment policy for the Endowment Fund, which policy shall contain a spend policy. The investment policy and spend policy shall be designed to meet the purposes stated above. The spend policy will determine how much money from the Endowment Fund may be spent each calendar year. The Board may not increase the authorized spend policy without approval from the convention body.

- C. **Reporting of Fund.** Each year at convention, a report shall be presented to the convention body reporting: (1) the current spend policy of the Endowment Fund; (2) a change to the spend policy, if any is recommended, that the Board would request the convention body approve; (3) the current value of the Endowment Fund and the change in value from the prior two calendar year-ends; (4) the utilization and amount of the Endowment Fund spent during the prior calendar year; and (5) the amount of the Endowment Fund intended to be spent in the current calendar year.

ARTICLE X Special Ministries

The Board shall have the power to establish special ministries to augment the work of Foursquare churches based on the Board's determination of special needs and the availability of financial resources. The ministers for these ministries shall be selected by the Board and shall serve at its pleasure. The Board shall periodically review these ministers and ministries to evaluate their accomplishments and the need to continue such ministries.

ARTICLE XI Foursquare Cabinet and Executive Council

11.1 FOURSQUARE CABINET

11.1.1 Members. Members of the Cabinet shall be

- A. **Members by Office.** Members of the Board, executive officers, the president of Life Pacific College, district supervisors and the director of Foursquare chaplains.

- B. **Members by Selection.** One Cabinet member shall be selected from each district to serve a four-year term and until his or her successor is duly selected. A selected Cabinet member from a district shall be selected from among the currently Foursquare licensed and ordained ministers in good standing and under appointment to a Foursquare church in the district that the minister will represent.

The selection of the district Cabinet member shall be as follows: (1) Ministers of the district holding a current Foursquare license shall recommend the names of various qualified ministers to the district supervisor for consideration. (2) The district supervisor and the district council, shall select three nominees (based upon criteria provided by the Board). The district supervisor shall transmit the names of the nominees to the corporate secretary. (3) The district Cabinet member shall then be selected by an election conducted by the corporate secretary. Voting shall be by secret ballot of the ministers of the district holding current ordination or license from among the three nominees voting by mail. Alternatively, such voting, if authorized by the Board pursuant to these Bylaws, may be by electronic ballot capable of being saved, retrieved and printed.

A ballot that is illegible, does not indicate a selection, or by write-in indicates a person not nominated, shall not be counted as a "vote cast." All ballots shall be retained for not less than 30 days. In order to be approved, candidates must receive a majority of the votes cast for the positions for which they have been selected. An independent accounting firm selected by the corporation's secretary shall oversee the tallying of ballots. Voting procedures shall be established and supervised by the secretary, who shall certify the results to the Board and the district.

No Cabinet members selected in this manner shall serve consecutive terms of office. A selected district Cabinet member's term of office begins at the first regularly scheduled annual meeting of the Cabinet after the minister has been selected to serve, and shall continue until the next regularly scheduled annual meeting of the Cabinet after a successor is selected four years thereafter. The selection process should be initiated and concluded between September 1 and November 30 in the year the current term of office expires.

When a selected Cabinet member becomes ineligible to serve on the Cabinet because of a geographical move from the district that elected the Cabinet member, the Cabinet member shall be deemed to have resigned. The effective date of resignation may be delayed by the Board, in its discretion, to allow completion of the resigning Cabinet member's current term, so long as the resignation is effective within one year of the date of the Cabinet member's relocation from the district that elected the Cabinet member.

Should the seat of a selected Cabinet member become vacant before the expiration of the Cabinet member's term, the Board shall appoint one of the two final nominees previously selected by the ministers of the district to serve the remainder of the unexpired term.

- C. **Members by Appointment.** Other persons appointed to the Cabinet for a one-year term by the Board or the president with the approval of the Board. Appointed Cabinet members may be reappointed for successive years. An appointed Cabinet member's term of office begins at the first regularly scheduled annual meeting of the Cabinet after the minister has been appointed to serve, and shall continue until the next regularly scheduled annual meeting of the Cabinet.

- D. **Removal.** If the Board determines that a member of the Cabinet is failing to function in the best interests of this corporation, the Board shall have the power to remove the Cabinet member by a two-thirds vote of the Board.

11.1.2 **Powers and Duties.** The Cabinet has the power and duty to recommend to the Board ways to improve and to carry out the ministry of the Foursquare movement as will best honor the kingdom of God throughout the United States and around the world through its missionary efforts. The Cabinet shall advise the Board on such subjects as the following:

- A. Foursquare mission, vision and strategy within the United States and around the world, especially in matters concerning leadership development, evangelism and church planting
- B. Financial accountability and alignment to Foursquare's mission
- C. The effectiveness of Foursquare leadership structures and governance
- D. Foursquare doctrine, polity and values
- E. The convention business agenda

11.1.3 **Selection of Presidential Candidates.** The Cabinet shall select candidates for the office of president as set forth in Article VII, Section 7.1.2 of these Bylaws.

11.1.4 **Meetings.** The Cabinet shall meet at least annually and may meet at any time upon call of the Board. The Board shall designate the moderator of the meeting.

11.2 **EXECUTIVE COUNCIL**

11.2.1 **Members.** The Executive Council shall consist of all members of the Cabinet, district supervisors, divisional superintendents, and such other persons as the Board shall appoint.

11.2.2 **Powers and Duties.** The Executive Council shall

- A. Advise the president and the Board on matters to be considered on the agenda of each convention.
- B. Serve in an advisory capacity to the president and the Board on matters pertaining to the accomplishment of the mission of The Foursquare Church.
- C. Implement the policies and directives of the convention and the Board.
- D. Strive to accomplish the objectives determined by the convention and the Board.

11.2.3 **Meetings.** Meetings of the Executive Council shall be held at least annually immediately prior to or concurrently with the convention at a time set by the Board. Other meetings, including telecommunication meetings, may occur from time to time as called by the Board, the president or the general supervisor.

ARTICLE XII

Ministers of the International Church of the Foursquare Gospel

Ministers of the International Church of the Foursquare Gospel are persons who are licensed or ordained by the International Church of the Foursquare Gospel; who have a current credential card; and who are in good standing and in compliance with the Articles, these Bylaws, the “Declaration of Faith,” and “Minister’s Code of Ethics.”

12.1 MINISTERIAL CREDENTIALS OF THE INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL

- A. **National Credentials.** The secretary shall issue to each minister of the International Church of the Foursquare Gospel appointed by the Board to a place of service in the United States or as a missionary sent from the United States a certificate, which shall bear the signatures of the president and the secretary, attesting to the ordination or licensing of the named person by the International Church of the Foursquare Gospel.
- B. **Annual Credential Fee.** Upon the payment of a fee fixed by the Board, each minister shall be issued a credential card for the current year.

12.2 **Credentials Issued by Other National Foursquare Organizations.** The Cabinet and general supervisor shall formulate policies and procedures for recognizing for ministry appointment to a Foursquare church in the United States or extension ministry through Foursquare Missions International, persons with ministry credentials issued by and in good standing with Foursquare organizations of other nations, ensuring adherence to Foursquare doctrine, polity, ethics, and applicable immigration laws of the United States.

12.3 MINISTERIAL STANDING

12.3.1 **Active Status.** To have active status, as a minister of the International Church of the Foursquare Gospel, a minister must carry current credentials with the International Church of the Foursquare Gospel and must satisfy one of the requirements for Foursquare appointment or recognized non-Foursquare related place of service as described herein after.

- A. **Foursquare Appointment.** A minister serving in a Foursquare appointment may, in some instances but not necessarily, be an employee of the International Church of the Foursquare Gospel. A Foursquare appointment may be any of the following:
 1. A Foursquare licensed minister appointed, engaged and sponsored by, or serving with the permission of the Board as a director, officer, administrator, supervisor, missionary, chaplain, teacher in an approved Foursquare Bible college or other ministry

2. A Foursquare licensed minister engaged and sponsored by a local Foursquare church as a pastor, evangelist, staff minister, teacher in an approved training institution, or other ministry of a local Foursquare church
3. A recognized retiree of one of the foregoing

B. Recognized Non-Foursquare Related Place of Service. The Board may recognize a Foursquare licensed minister as serving as a director, officer, administrator, supervisor, missionary, chaplain, teacher, or minister of a local church or other ministry position with an organization legally unrelated to the International Church of the Foursquare Gospel. Board-recognized ministers serving with an organization legally unrelated to International Church of the Foursquare Gospel shall not be subject to loss of Foursquare minister's license for failure to be appointed to a Foursquare place of service. Ministers serving with an organization legally unrelated to the International Church of the Foursquare Gospel are not employees or agents of the International Church of the Foursquare Gospel.

12.3.2 Inactive Status. A minister of the International Church of the Foursquare Gospel not under Foursquare ministry appointment, authorized non-Foursquare related place of service or a recognized retiree under the provisions stated above shall be considered "inactive."

12.3.3 Suspension. At the discretion of the Board, the credentials of any Foursquare minister may be suspended. Credentials may be suspended while any of the following conditions exist:

- A. The minister is estranged and separated from a spouse or is involved in proceedings of divorce or legal separation.
- B. The minister is engaged in any legal action against this corporation.
- C. The minister is under investigation by the corporation for having committed any of the grounds of revocation of credentials set forth in Bylaw Article XII, Section 12.3.5.A.
- D. The minister is in violation of the Articles or these Bylaws.

12.3.4 Secession. A Foursquare minister who voluntarily withdraws from membership in this corporation shall be regarded as having seceded.

12.3.5 Revocation. At the discretion of the Board, the credentials of any Foursquare minister may be revoked.

- A. **Grounds.** Any of the following shall constitute grounds for revocation of ministerial credentials:
 1. Heresy

2. Unchristian conduct
 3. Willful failure or refusal to comply with the provisions of the “Declaration of Faith,” the Articles, or these Bylaws as applicable to the minister’s place of appointment or service
 4. Willful neglect of ministerial duties
 5. Illegal, immoral, or fraudulent conduct
 6. Remarriage after divorce while having a living former spouse (However, this ground shall be subject to waiver by the Board upon appropriate findings and a recommendation by an ethics committee.)
 7. Levying ecclesiastical war against this corporation
 8. Conspiring to divide either the corporation or any Foursquare church
 9. Uniting with or forming any other organization having purposes similar to this corporation without prior Board approval
 10. Accepting ordination or licensing from any other similar organization, other than Foursquare Association church, without prior Board approval
 11. Willful or negligent failure to keep, or the destruction of, church records
 12. Willful or negligent failure to comply with governmental regulations
 13. Willful or negligent failure to maintain the legal existence and good standing of any local church legal entity
- B. **Procedures.** The Board shall have the power to remove from a previously authorized Foursquare appointment any minister licensed by the International Church of the Foursquare Gospel whom it may find to have violated the Articles or these Bylaws. The Board may refer charges against a minister licensed by the International Church of the Foursquare Gospel that ecclesiastical rules or beliefs have been or are being violated to an ethics committee for investigation and a written recommendation. The Board, as an alternative to revoking Foursquare credentials, may impose suspension or discipline in an effort to achieve restoration.
- C. **Reinstatement.** Any minister who has had credentials suspended or revoked and who seeks reinstatement as a minister of the International Church of the Foursquare Gospel shall make written application to the Board. Upon proper proof of repentance, restitution, and correction, the Board may restore credentials.

ARTICLE XIII
Local Foursquare Churches

The Board shall have the power to determine the requirements, procedures and regulations of every local Foursquare church. Requirements, procedures and regulations of Foursquare churches not stated herein below are to be found in other materials. At any point of potential conflict, these Bylaws shall control.

13.1 ESTABLISHING FOURSQUARE CHURCHES

- A. **Newly Formed Foursquare Churches.** Establishing a new Foursquare church within a district's geographical boundary requires the approval of the district supervisor.
- B. **Incoming Churches.** A local church not initially established by the International Church of the Foursquare Gospel may seek to become a local Foursquare church by making application. Approval of an application is solely within the discretion of the Board.

To apply to become a local Charter or Covenant Foursquare church, the applicant church shall

- 1. Agree to propagate and disseminate the religious principles embraced in the Foursquare Gospel as set forth in the "Declaration of Faith," compiled by Aimee Semple McPherson and adhere to the Foursquare Global Distinctives and Values.
 - 2. Take all necessary legal steps to be governed by the Articles and Bylaws of the International Church of the Foursquare Gospel and to be received as a local Foursquare church. Covenant church applicants shall satisfy this requirement by entering into an authorized covenant agreement with the International Church of the Foursquare Gospel.
 - 3. Show proof of having named International Church of the Foursquare Gospel as an additional insured on its casualty insurance policies for claims arising out of its premises, operations or activities.
 - 4. Transfer title to all property to the International Church of the Foursquare Gospel, if applying for Charter church status.
- C. **Local Churches in Other Nations.** A church of the Foursquare movement may be established outside the bounds of the United States only with the knowledge and consent of Foursquare Missions International and the governing body, if any, of the recognized Foursquare organization in the other country. Where there is not yet a Foursquare governing body within the receiving country, consent must be obtained from the Foursquare Regional Council.

13.2 PUBLIC IDENTIFICATION

- A. **Trade Name.** The word “Foursquare” is a registered trade name of the International Church of the Foursquare Gospel. Use of the trade name “Foursquare” is by consent of the Board of the International Church of the Foursquare Gospel, which consent may be withdrawn at any time by the Board in its discretion. Unauthorized use is prohibited.
- B. **Names and Consent to Use Trade Name.** Local Foursquare churches may use the name “Foursquare” (e.g. “a Foursquare church”; “Any town Foursquare Church”) and are encouraged to include the wording “Church of the Foursquare Gospel,” “Foursquare Church,” or “Foursquare Gospel Church,” in its identifications to the public. The selected wording shall be prominently displayed. The name of the city or community may be added to the church name, provided it does not conflict with the name of another local Foursquare church. Use of any slogan name requires prior approval of the district supervisor and the district council, the Church Council, and a majority of the church membership, according to national church office policies and procedures.

13.3 REQUIREMENTS AND RECOMMENDATIONS

- A. Each local Foursquare church shall
1. Display in the main auditorium of the church the motto: “Jesus Christ, the same yesterday, and today, and forever” (Heb.13:8).
 2. Qualify applicants for church membership.
 3. Receive tithes and offerings for the ministry, maintenance, and expansion of the church. A tithe of the tithes and offerings received by the local church shall be designated as its “ministry extension tithe.” A Board-determined portion of the ministry extension tithe shall be retained by the local church and used for missional activity. Amounts of the extension tithe not retained by the local church shall be transmitted promptly each month, according to provided instructions.
 4. Contribute offerings monthly for the support of Foursquare Missions International’s Global Missions Fund, special world missions projects and locally funded Foursquare missionaries; and shall transmit missions offerings promptly, according to provided instructions.
 5. Prepare church reports, monthly and annually, as required by the Board. Reports shall be attested by the pastor and transmitted according to provided instructions.

- B. It is recommended that each Foursquare church
 - 1. Participate in the programs of the International Church of the Foursquare Gospel and its departments.
 - 2. Cooperate in the use, distribution, or display of literature, music, and other materials authorized or furnished by the International Church of the Foursquare Gospel and its departments.
 - 3. Support approved Foursquare Bible colleges through offerings and gifts. (It is recommended that one percent [1%] of the church's tithes and general offerings be designated for this purpose.)
 - 4. Encourage those inclined to prepare for the ministry to attend Foursquare Bible colleges or other Foursquare approved training.

13.4 **DISCONTINUING A FOURSQUARE CHURCH.** In extreme cases it may be in the best interests of the Foursquare movement for the Board to assume direct control over or close a Foursquare church either temporarily or permanently or to otherwise take other action, including suspension or dismissal of the pastor or the Church Council in accordance with these Bylaws.

- A. **Charter Churches.** A Charter Foursquare church may be permanently or temporarily closed and its charter revoked by the Board, upon the recommendation of the district supervisor and the general supervisor, for any of the following reasons:
 - 1. Willful noncompliance with these Bylaws
 - 2. Decline in attendance below the point of viability
 - 3. Profound discord among congregants or lack of unity with leadership
 - 4. Loss of pastoral authority
 - 5. Financial insolvency
- B. **District Churches.** The district supervisor may temporarily or permanently close a District church for any of the reasons stated above or when, in the considered opinion of the district supervisor, the attempt to establish a Foursquare church has failed.
- C. **Covenant Churches.** Though the Board may not close a local Foursquare Covenant church or end its legal existence, the Board may terminate the covenant agreement between the International Church of the Foursquare Gospel and the legal entity of the Covenant Foursquare church for any of the reasons stated above. When the covenant agreement is terminated, the church shall have no affiliation with the International Church of the Foursquare Gospel.

13.5 CHURCH MEMBERSHIP

- A. **Requirements.** In order to be entitled to membership in a Foursquare church, a person shall
1. Show evidence of a born-again experience and a Christian life.
 2. Have been baptized in water by immersion.
 3. Subscribe and adhere to the “Declaration of Faith,” compiled by Aimee Semple McPherson.
 4. Agree to comply with the Articles and these Bylaws.
- B. **Application.** A person desiring to become a member of a Foursquare church shall
1. Fill out and sign the church membership application form prescribed by the Board.
 2. Meet the requirements set forth in Article XIII Section 13.5.A of these Bylaws.
 3. Be approved by the pastor and any membership committee of the local Foursquare church.
 4. Be accepted into the church membership.
- C. **Standing.** A person’s membership may be “active,” “inactive,” “suspended,” or “terminated.”
1. **Active Membership.** In order to be considered active and entitled to vote, a member shall have signed the membership roll and shall have
 - 1.1 Regularly contributed to the support of the church.
 - 1.2 Regularly attended church services if physically able to do so.
 2. **Inactive Membership.** A member who does not fulfill the requirements of active membership shall be an inactive member.
 3. **Suspension of Membership.** Pending a hearing with the Church Council on a proposed dismissal, a member may be suspended upon the recommendation of the pastor and a majority vote of the Church Council.

The pastor and the Church Council, after receiving proper proof of repentance and restitution, may reinstate a member who has been suspended or dismissed.

4. **Termination of Membership.** Membership in a Foursquare church shall terminate only upon one of the following events:
 - 4.1 Withdrawal from membership by the member
 - 4.2 Transfer of membership as specified in these Bylaws
 - 4.3 Absence of at least one year without response to church attempts to reestablish relations
 - 4.4 Death
 - 4.5 Dismissal from membership as specified in these Bylaws
 - 4.6 In addition to the above, membership in a Foursquare Covenant church shall terminate when the covenant agreement between the local church and the International Church of the Foursquare Gospel is ended.

- D. **Service.** Members should serve the church by faithfulness in fellowship, perseverance in prayer, generosity in giving, diligence in missions, dedication in devotion, readiness in responsibility, with the objective of always working in the best interests of their church and the Foursquare movement.

- E. **Privileges.** Active members shall be entitled to
 1. Participate in all church activities.
 2. Vote on all matters with respect to which a vote of members of the church is authorized, as long as they are 18 years of age or older.
 3. Serve the church in any capacity to which they are appointed or elected.
 4. Attend Foursquare district meetings that are open to members.
 5. Attend Foursquare conventions.

- F. **Transfer.** Transfer of membership from one local Foursquare church to another or to any other church shall be deemed to have occurred when the member applies for and is accepted into membership with that receiving church.

- G. **Dismissal.** A member of a Foursquare church, following a hearing before the Church Council and concurrence of the district supervisor, may be dismissed from membership, by written notice where possible from the Church Council, for any of the following reasons:
 1. Refusal to adhere to the “Declaration of Faith,” or to comply with the provisions of the Articles or these Bylaws

2. Willful unchristian or unscriptural conduct
 3. Acting contrary to the best interests of the church
 4. Causing dissension or conspiring to divide the church
 5. Failure to meet the requirements of service set forth in Bylaw Article XIII, Section 13.6.D
- H. **Marriage.** Marriage is a biblical covenant relationship between a man and a woman established initially by God. Among Christian people there are those who, before they were converted, became entangled in their marriage relations and do not see how these matters can be adjusted. In these cases, it is recommended that the matter be left in the hands of the Lord and that such people walk in the light according to the Word of God. High standards of marriage are very essential to the individual, to the family, and to the cause of Christ. In order to maintain high standards, divorce is discouraged.
- I. **Church Membership Meetings.** The pastor or a designated representative shall preside at all church membership meetings.
- J. **Annual Meetings.** The pastor shall call an annual meeting of the church's members upon not less than two weeks' prior written notice to church members. It is sufficient to post the written notice in a prominent place at the church.
1. All vacancies on the Church Council shall be filled at the annual meeting by a vote of or ratification by a majority of members present and members submitting absentee ballots.
 2. Any member who finds it necessary to be absent from an annual meeting may request an absentee ballot from the church secretary; the ballot must be submitted prior to the conclusion of the election.
- K. **Special Meetings.** The following people may call special meetings upon not less than one week's notice in the manner provided for annual meetings, stating the purpose of the meeting:
1. The pastor
 2. A majority of the members of the Church Council after receiving prior written permission for such meeting from the district supervisor, who shall preside at the meeting or who shall name a representative to preside
 3. The Board of directors, president, general supervisor or district supervisor. At such a membership meeting, a Board member, the president, general supervisor or district supervisor shall preside at the meeting.

ARTICLE XIV
Pastors of Foursquare Churches

- 14.1 **QUALIFICATIONS.** The pastor of a Foursquare church shall be a licensed or ordained minister of the International Church of the Foursquare Gospel who has a current credential card. Every Foursquare church shall have one minister appointed as senior pastor.
- 14.2 **SELECTION.** When a Charter or Covenant Foursquare church is in need of a pastoral change, the district supervisor shall appoint a pastor after the district supervisor or his or her representative consults with the divisional superintendent and meets with the Church Council. When a District Foursquare church is in need of a pastoral change, the district supervisor shall assign a pastor with Board approval. Appointments shall be confirmed by the president and shall continue upon the recommendation of the district supervisor and the approval of the Board.

The spouse or other relative of a former senior pastor of a Foursquare church must receive prior Board approval before a district supervisor may appoint him or her to the position of senior pastor of that same church.

14.3 **REMOVAL**

- A. **Charter and Covenant Churches:** In the event it shall appear that a pastor of a Charter or Covenant Foursquare church is not functioning in the best interests of the church, the Church Council may request a meeting with the district supervisor and the pastor to discuss the issue. If the issue cannot be resolved satisfactorily, then the district supervisor, after consulting with the divisional superintendent and the district council, may submit a report to the Board with a recommendation concerning whether to continue or terminate the pastoral appointment. The final decision on the district supervisor's recommendation shall be made by the Board.
- B. **District Churches:** In the event it appears that a pastor of a District church, or other Foursquare church without a Church Council, is not functioning in the best interests of the church, the district supervisor, after consulting with the divisional superintendent and the district council and after receiving confirmation from the Board, shall have the power to remove the pastor.
- C. **Board Authority to Intervene:** Notwithstanding action or inaction by the Church Council, the Board may investigate a problem relating to any pastor and, after consultation with the respective district supervisor, may take action based on its findings. The pastor shall have the right to appeal to the Board. The Board may discipline, suspend, or remove the pastor from his appointment. In cases involving removal, the district supervisor shall proceed in the selection of a new pastor as set forth in Article XIV, Section 14.2 of these Bylaws.

14.4 **PASTORAL DUTIES.** The pastor of a Foursquare church shall

- A. Serve as the executive officer of the church. Serve as the manager or executive officer of any Board authorized subsidiary entity which has been established to facilitate the ministry or property management of the church. Distribute the current Bylaws to each member of the Church Council and, together with the members of the Church Council, have general responsibility for the church. The pastor shall be the chairperson of the Church Council and shall be responsible for its compliance with the Articles, these Bylaws, covenant agreements, other entity organizational documents (if applicable) and other applicable regulations.
- B. Evangelize the community, strive for the salvation of souls, edify the church, and build up Christian life throughout the church by preaching, teaching, conducting services, and administering ordinances, including marriage only between a man and a woman. (It is recommended that Foursquare ministers not solemnize the remarriage of divorced people, except for those divorced on biblical grounds.)
- C. Keep or cause to be kept written records of all active and inactive members and preside at membership meetings.
- D. Ensure, jointly with the rest of the Church Council, the fiscal integrity of the church by seeing that all funds or gifts given to the church are deposited in the proper church bank account. The senior pastor shall be one of the co-signers on all church accounts as set forth in Bylaw Article XVI, Section 16.1. F.1.3.
- E. Execute documents at the direction of the Church Council on behalf of the church, subject to the express understanding that a pastor is not an authorized officer or agent of the International Church of the Foursquare Gospel except for acts expressly authorized by these Bylaws. Further, any agreement involving real estate or any material transaction involving personal property that could be construed as binding the International Church of the Foursquare Gospel shall be subject to the prior approval of the Board. With respect to any such agreement or transaction, the pastor shall include on the document the following language, immediately prior to his or her signature: "This agreement shall not be effective until approved by the Board of Directors of the International Church of the Foursquare Gospel."

Any agreement involving real estate or any material transaction involving personal property that could be construed as binding an authorized legal entity of a Charter or Covenant church shall be subject to the prior approval of the Church Council, compliance with Article XVII of these Bylaws (if pertaining to real property) and other requirements set forth in the governing documents of said legal entity.

- F. Appoint the church and pastoral staff to carry out the responsibilities of the local church. Payment of all church and pastoral staff compensation must be within the council approved annual budget of the church.

- G. Encourage financial support of the church through tithes and offerings to meet all of the church's obligations.
- H. Present the cause and encourage the financial and prayerful support of Foursquare missions.
- I. Oversee the safety program of the church in order to prevent injuries to persons using church property and to the church staff, and to prevent damage to the church's property.
- J. Assure that the church's property and all its activities are covered by adequate insurance at all times.
- K. Implement policies and procedures to properly select and supervise volunteers and paid staff members in order to prevent abuse of children at church activities or on church premises. The pastor and other Foursquare ministers shall report suspected child abuse, as required by law.
- L. Carry adequate personal insurance for property damage, medical payments and public liability on each personal vehicle the pastor or church owns.
- M. Oversee compliance with and fulfill all applicable governmental laws, rules, regulations, procedures, and reporting.
- N. Endeavor to attend conventions, district and divisional pastoral events.
- O. Comply with the following upon termination of a pastoral assignment:
 - 1. Submit a letter of resignation to the district supervisor stating the intended date of resignation. The letter shall be given as far in advance of resignation as possible.
 - 2. Confer with and follow the advice of the district supervisor or the supervisor's appointed representative in announcing the resignation to the congregation.
 - 3. Leave for the incoming pastor a complete record of the names, addresses, and phone numbers of all members, along with details of all activities and transactions involving the church.
 - 4. Release the church from any claim for unpaid compensation that the church has been unable to pay, unless the creation of a continuing obligation to pay was approved in writing by the Church Council, the district supervisor, and the Board.
 - 5. Release the church from any claim for labor or an investment of personal finances in the church, unless the creation of an obligation to the pastor for such items was previously approved in writing by the Church Council, the district supervisor, and the Board.
 - 6. Remove the pastor's name from all church accounts and agreements involving the church (which, if not accomplished by the terminating pastor, may be performed

by the district supervisor, or the supervisor's appointed representative, as attorney-in-fact for the terminating pastor).

7. Break off contact with the members of the church except with the approval of the new pastor.

14.5 **COMPENSATION.** The amount of compensation due the pastor of a Foursquare church shall be established by the Church Council, or if there is no Church Council, by the district supervisor. It shall be paid only to the extent that the church receives sufficient tithes and offerings to pay the church's other obligations, and, further, only to the extent of the balance of the church's funds received during the pastor's employment. The pastor shall expect no additional compensation from the church except upon the prior approval of the Church Council and the concurrence of the district supervisor.

ARTICLE XV

Chartering of Foursquare Churches

15.1 **APPLYING FOR A CHARTER.** Upon the recommendation of the district supervisor, a congregation or a District church may be granted a charter by the International Church of the Foursquare Gospel when it has organized and submitted a charter application signed by not less than 30 members or regular attendees who are 18 years of age or older. Notwithstanding the criteria listed above, a district supervisor may initiate the chartering process when he or she deems a congregation or District church to be both viable and missionally effective.

15.2 **PROCEDURES.** The following steps shall be taken to charter an existing Foursquare congregation, District church or incoming church:

- A. A properly executed application for charter shall be submitted through the district supervisor to the Board for consideration.
- B. If the application is approved by the Board, a special meeting of the church's members shall be called for the purpose of establishing a Charter Foursquare church. A registry of charter members shall be drawn; upon the recommendation of the pastor, the district supervisor, or the supervisor's appointed representative, the initial Church Council shall be appointed to serve for a term of two years.
- C. A presentation of Foursquare responsibilities and benefits shall be given by the district supervisor or the supervisor's appointed representative. The supervisor or the supervisor's representative shall also inform the Church Council about the International Church of the Foursquare Gospel including the Articles, and these Bylaws, applicable other organizing documents of any authorized local legal entity, handbooks, report forms, information regarding monthly reports, district, division and national functions, and banking and insurance procedures and requirements.
- D. If applicable, title to any real property vested in the name of the applicant church shall be deeded to the International Church of the Foursquare Gospel or to a Board-authorized

local subsidiary legal entity that has been granted federal tax exempt status and whose nonprofit purpose is unequivocally related to the propagation of the Christian faith and message, or be qualified to be included within the group exemption of the International Church of the Foursquare Gospel.

- E. Show proof of having named International Church of the Foursquare Gospel as an additional insured on its casualty insurance policies for claims arising out of its premises, operations or activities.
- F. Any separate legal entity under which the church previously existed and operated shall be dissolved and wound up in accordance with applicable state laws.

ARTICLE XVI

Operating Charter, Covenant and District Foursquare Churches

- 16.1 **CHURCH COUNCIL.** Every Charter and Covenant church shall have a Church Council. Every District church with 30 or more regular adult attendees is encouraged to receive members and establish a Church Council and become a Charter or Covenant church. Until such time, the district supervisor shall exercise the authority and discharge the duties of a Church Council for a District Foursquare church

While the senior pastor is ultimately responsible for the spiritual life of the church, the Church Council shares with the senior pastor the stewardship of the financial assets and property of the local church. The Church Council does not employ the pastor; nor does the pastor appoint or employ the Church Council.

- A. **Council Members.** There shall be not less than four and not more than 12 members in addition to the pastor, except upon prior written approval of the district supervisor. Members must be 18 years old or older. Paid staff and people related to the pastor(s) of the local church by blood or marriage may serve on the Church Council only with the prior written consent of the district supervisor after review by the district council. The pastor shall serve as the chairperson of the Church Council.
- B. **Selection.** Upon the expiration of the initial two-year term of the Church Council members appointed by the district supervisor or the supervisor's appointed representative, the members of the church shall elect or ratify one half of the Church Council's members to serve for one year and the other half to serve for two years at the church's annual membership meeting.

Prior to each annual membership meeting thereafter, the Church Council shall agree upon the nominees for the vacant Church Council positions. The members of the church shall elect or ratify from the group of nominees, council members to serve two-year terms. Church Council members may serve for two consecutive terms; serving for a third term is contingent upon the request of the pastor, with the written permission of the district supervisor and election or ratification by the members of the church.

C. **Vacancies.** In the event of the death or resignation of any Church Council member, the pastor shall, subject to the approval of the remaining council members, appoint another member of the church to complete the unexpired term. If the church is without a pastor or is operating with an interim pastor, the district supervisor shall make the appointment.

D. **Removal**

1. **Removal of Individual Members.** If a Church Council member fails to comply with the provisions of the “Declaration of Faith,” the Articles, or these Bylaws, or if the member causes dissension or dissatisfaction in the church, the pastor and Church Council, with the written concurrence of the district supervisor, may remove that member of the Church Council. If the council member believes that the removal is unjust, he or she may appeal in writing to the district supervisor. If no resolution is reached, a written appeal may be made to the general supervisor. If, after an appeal to the general supervisor, the issue remains unresolved, a written appeal may be sent to the Board, in care of the president. The determination of the Board shall be final.
2. **Removal of Church Council.** If a Church Council (a) fails to comply with the provisions of the “Declaration of Faith,” the Articles, or these Bylaws, or (b) if the Church Council causes dissension or dissatisfaction in the church, the district supervisor may, following consultations with the pastor and the Church Council, call a special meeting of the church members who may, by a majority vote, remove any or all Church Council members. The district supervisor or an appointed representative shall preside at the special meeting of the church members. In the event of the removal of Church Council members, their successors shall be elected at a special meeting of the church members called by the pastor or the district supervisor. The terms of Church Council members so elected shall be in accordance with Article XVI, Section 16.1.B of these Bylaws.
3. In case of an extreme necessity, the district supervisor, with the prior written approval of the Board, may remove one or more members of the Church Council.

E. **Meetings**

1. The council shall meet as often as necessary, but not less often than ten ~~times~~ monthly meetings a year, to care for the business of the church. Special meetings may be held upon the call of the pastor, or upon written request to the pastor by a majority of the council members, or by the district supervisor or the supervisor’s appointed representative. However, nothing in this Section is intended to prohibit an unofficial meeting by the district supervisor or the divisional superintendent with any or all of the members of the Church Council.
2. By a majority vote of its members, a Church Council can request that the district supervisor or the supervisor’s appointed representative attend a council meeting.

3. In a church without a pastor, the district supervisor or the supervisor's appointed representative may hold council meetings after giving notice to each Church Council member.
4. A quorum shall consist of a majority of the members of the Church Council, including the pastor, or, in the case of a church without a pastor, the district supervisor or the supervisor's appointed representative.
5. In the case of a church without a pastor and without a functioning Church Council, the church shall operate directly under the district supervisor or his or her appointee until such time as a Church Council is duly elected and a pastor is appointed.

F. Powers and Duties. The Church Council shall

1. Be responsible for the fiscal integrity of the church, including any authorized legal entities operated by and for the benefit of the church.
 - 1.1 The Church Council shall assure that all funds received by the church shall be deposited in a bank account in the legal name of the church and assure that all disbursements of church funds are made by check, debit, credit or other electronic means of disbursement, using Board-approved internal controls.
 - 1.2 In the event of abandonment of a project or purpose for which any fund was created, the Church Council shall return the money in such fund to the donor(s) if possible; however, upon approval by the donor, the gift may be used for another project or purpose.
 - 1.3 The Church Council shall authorize the pastor and treasurer and, if deemed advisable, one or two other people, all unrelated by blood or marriage, to sign on church bank accounts.
 - 1.4 The Church Council shall require two signatures for all disbursements of church funds by check. One of the signatures shall always be that of the pastor or treasurer.
 - 1.5 When making disbursements of church funds via on-line transactions, the Church Council shall pre-approve establishment of each electronic account prior to conducting a transaction via the account.
 - 1.6 Bank account statements and reconciliation summaries shall be presented at each council meeting.
 - 1.7 Council members shall have viewing access to online accounts and supporting documentation for bank account reconciliations shall be made available for review to any council member for any proper purpose relating to the council's duties upon request.

2. Act as a ways and means committee and make provision for the prompt payment of all church obligations, including but not limited to extension tithe, support of Foursquare missions, taxes, loan payments, insurance premiums, salaries, employer retirement contributions, if any, and other miscellaneous obligations and commitments based upon an annual budget approved by the council. Loan payment(s) shall have first priority on available church funds, after the payment of the extension tithe.
3. Transact such other business as may be required, review the monthly report, hear other reports, order the payment of bills.
4. Work with the pastor, the divisional superintendent, and the district supervisor for the betterment of the church, and assist the pastor in submitting constructive proposals to the membership.
5. Keep records of all active and inactive members, dedications, and baptisms.
6. Transmit monthly all tithes, offerings, and reports to the appropriate locations, according to any administrative procedures prescribed by the Board.
7. Transmit monthly all missionary offerings received from the congregation to the appropriate locations, according to any administrative procedures prescribed by the Board.
8. Supervise the use of church property, equipment, and furnishings for the purposes authorized in these Bylaws and any applicable organizing documents of any authorized local entity.
9. Establish the pastor's compensation. The council may consult with the district supervisor or the supervisor's appointed representative. The personnel expenses of the church shall at all times be within the funding ability of the church.
10. Establish a pastor's retirement program, if financially feasible, from the current income of the church, following consultation with the district supervisor or the supervisor's appointed representative. Contributions to the program shall be in addition to and based on a percentage of the pastor's salary.
11. Obtain, if possible, a term life insurance policy on the life of the senior pastor for the benefit of the pastor's spouse, in a benefit amount of at least \$100,000.
12. Maintain full, written reports of the proceedings of any Church Council or church membership meeting and provide reports to the Board or district supervisor upon request.
13. Appoint, with the pastor's approval, one or more delegates to represent the church at conventions, as authorized in these Bylaws.

14. Counsel with the pastor in the selection, engagement, or termination of assisting staff members and others as needed.
15. Require that all employment agreements and service agreements with contractors allow for termination by the church without penalty on not more than 30 days' prior written notice.
16. Act as a nominating committee to select candidates for the Church Council, subject to a vote or ratification of the members at the annual meeting of the church's members, and post the names of candidates at least two weeks prior to the date of the meeting.
17. Be responsible for securing insurance coverage (as stated in Bylaw Article XVII, Section 17.6) on all church property, vehicles and activities, which shall be maintained by the prompt payment of applicable premiums.
18. Obtain written permission from the Board through the district supervisor before initiating any litigation.
19. Obtain written permission from the Board through the district supervisor before operating any school, preschool, nursery school, daycare center, camp, or other similar church operation or legal entity that could result in any of the following consequences:
 - 19.1 A material increase in intensity of use of church property
 - 19.2 The imposition of special zoning requirements
 - 19.3 The need for a special license or permit
 - 19.4 An increase in the church's normal insurance coverage
20. Be responsible for assuring that all school-related activities maintain a nondiscriminatory policy as required under law, and furnish the office of the general supervisor with information as requested, establishing compliance.
21. Ensure that the church and all Board authorized subsidiary entities established by and/or for the benefit of that the church shall at all times fully comply with all applicable governmental laws, rules, regulations, procedures, reporting, and generally accepted accounting principles.
22. Appoint a safety committee whose responsibility shall be to regularly inspect church grounds and properties. The committee shall observe activities to identify any unsafe conditions or practices and shall make recommendations to the Church Council for corrective measures. The safety committee and Church Council shall closely oversee the wellbeing of children and the prevention of the occurrence of child abuse on church properties or at church activities. If necessary, the Church Council may act as the safety committee.

23. By majority vote of the council, direct any serious disagreement between the pastor and the Church Council to the district supervisor or the supervisor's designated representative if, after repeated attempts to reconcile the issue, the disagreement remain.

- G. **Church Council Appeal Procedure.** Upon an affirmative vote by two thirds of its members, the Church Council may appeal any decision having to do with the wellbeing of the church, the pastor, assisting ministers who serve the church, or administration of church property. The initial appeal must be made in writing to the district supervisor. If the issue remains unresolved, a written appeal may be made to the general supervisor. If the issue remains unresolved after an appeal is made to the general supervisor, a written appeal may be made to the Board, in care of the president. The determination of the Board will be final.

16.2 OFFICERS/OFFICES

- A. **Qualifications.** To hold office in a Foursquare church, a person must be a member in good standing of that church and must have received the baptism with the Holy Spirit or be an earnest seeker thereof.
- B. **Officers.** The following are the officers of a Charter Foursquare church: members of the Church Council, secretary, and treasurer.

16.3 SELECTION

- A. Members of the Church Council shall be selected by the active members of the church pursuant to Bylaw Article XVI, Section 16.1.B.
- B. The secretary and treasurer shall be appointed by and serve at the pleasure of the Church Council and the pastor.
- C. All other offices shall be filled by the appointment of the pastor, and those appointed shall serve at the pleasure of the pastor.

16.4 SECRETARY. The secretary shall

- A. Act as recording secretary at meetings of the members of the church, the Church Council, and of any other body or committee as the pastor directs.
- B. Keep or cause to be kept accurate records of members, dedications, baptisms, and other statistical information required for the monthly report.
- C. Act as custodian of the church books and records, membership records, documents and communications, except the books of account, which are required to be kept in the treasurer's custody.

- D. Submit reports and records to the pastor and Church Council, and send to the Board or district supervisor full written reports of proceedings of any Church Council or church membership meeting on request.

16.5 **TREASURER.** The treasurer shall

- A. Receive and disburse all church funds as authorized by the Church Council, and keep a strict written account thereof. All records shall be available to the pastor, Church Council, district supervisor and Board upon request.
- B. Deposit or cause to be deposited all church funds in an account or accounts authorized by the Church Council.
- C. Issue checks on the church's account(s) only upon prior authorization by the Church Council in accordance with these Bylaws.
- D. Remit to the proper national or district office the funds specified in these Bylaws.
- E. Make monthly financial reports to the Church Council and the pastor and, upon request, to the church membership, district supervisor, general supervisor, or Board.
- F. Keep an accurate record of identified contributions and make available to the contributor a receipt at the end of each year.
- G. Submit to the pastor and Church Council an annual report of all transactions.
- H. Submit to the pastor, the district supervisor, general supervisor or the Board special reports when requested.
- I. In case of incapacity, permanent absence, or refusal of the pastor or treasurer to sign checks for payment of church obligations, the district supervisor shall be empowered to sign such checks as attorney-in-fact, or to designate another to act on his or her behalf.

ARTICLE XVII
Administration of Local
Foursquare Church Property

All property and equipment acquired by any Foursquare church, whether by purchase or gift or otherwise, and whether held in the name of International Church of the Foursquare Gospel or held in the name of another Board authorized federal tax exempt entity, is private property and shall be secured, held and used solely for purposes unequivocally related to the of propagation of the Foursquare Gospel.

For Charter and District churches, all such property shall be secured and held in the name of the "International Church of the Foursquare Gospel," except as otherwise expressly authorized by the Board, as permitted in these Bylaws, for the use of the International Church of the Foursquare Gospel. The form of any deed, conveyance, or declaration of trust concerning the transfer of any interest in real property to or from the International Church of the Foursquare Gospel or the use of real property by the

International Church of the Foursquare Gospel, shall be subject to prior written approval of the Board. All Charter and District church land purchases, plans for construction or reconstruction, financing and other real property related transactions shall require the prior written approval of the Board.

For Covenant churches, real property related transactions for real property held in the name of the Covenant church's local entity shall not require prior approval by the Board, but shall be subject to this Article XVII and the local entity's governing documents.

17.1 ACQUISITIONS

- A. **Charter churches.** Should a Charter church desire to acquire, or encumber real property by lien, trust deed, or mortgage, or incur any liability or make any contract that might result in a mechanic's or material lien against real property, the pastor and Church Council shall obtain the prior written consent of the Board.
1. Prior to acquisition of any real property by purchase, or any proposed construction, assurances shall be obtained, in writing if possible, from the applicable city, county, or state agencies that the real property is or will be zoned to meet the needs of the church operation and its functions.
 2. Plans and specifications for any proposed project shall at all times require that construction comply with all applicable city, county, and state building codes and all safety requirements.
 3. Prior to undertaking any construction or acquisition of real property, a written resolution approving the construction, or acquisition and estimating the costs thereof shall have been passed by a two-thirds vote of the church members present at a duly called meeting. Each member of the Church Council shall certify the vote of the membership by signing the resolution. Whenever construction is required, plans, specifications, cost estimates, and method of financing, together with the resolution and the complete "PT" forms, which are available from the district office, shall be sent to the district supervisor. The district supervisor shall send a written recommendation and copies of the resolutions, together with all documents relating to the proposed transaction, to the general supervisor, who shall present them to the Board. The action of the Board shall be evidenced by the passage of a specific written resolution authorizing the corporation's president and secretary, and/or any other persons the Board authorizes, to sign documents in connection with the transaction. No other person shall sign any document committing the corporation unless specifically authorized by the Board.
- B. **Covenant churches.** Should a Covenant church desire to acquire, or encumber real property by lien, trust deed, or mortgage in the name of the Covenant church, or incur any liability or make any contract that might result in a mechanic's or material lien against real property held in the name of the Covenant church, the pastor and Church Council shall obtain the prior consent of two-thirds of the members of the Covenant church present at a duly called meeting.

1. Prior to acquisition of any real property by purchase, or any proposed construction, assurances shall be obtained, in writing if possible, from the applicable city, county, or state agencies that the real property is or will be zoned to meet the needs of the church operation and its functions.
2. Plans and specifications for any proposed project shall at all times require that construction comply with all applicable city, county, and state building codes and all safety requirements.
3. Prior to undertaking any construction or acquisition of real property, a written resolution approving the construction, or acquisition and estimating the costs thereof shall have been passed by a two-thirds vote of the church members present at a duly called meeting. The supervisor should be informed before and during the progress of the project. No person shall sign any document committing the Covenant church unless specifically authorized by the Church Council and the members and by the governing documents of the Covenant church entity.

17.2 LEASES OF PROPERTY

- A. **Personal Property.** The International Church of the Foursquare Gospel will not be responsible for the lease of personal property entered into by an individual or church for the personal benefit of an individual. Leases of personal property for the benefit of a church may be entered into upon approval of the Church Council. The Church Council may approve only such leases as are financially feasible from the current income of the church.
- B. **The Church as a Tenant of Real Property.** Prior to the acquisition of real property as a tenant:
 1. **Charter churches.** For a lease or rental agreement for a Charter church, a written resolution approving the lease or rental agreement and estimating the build out costs, if any, shall have been passed by a two-thirds vote of the church members present at a duly called membership meeting. Each member of the Church Council shall certify the vote of the membership by signing the resolution. A copy of the resolution, together with any applicable "PT form," shall be submitted to the district supervisor. The district supervisor shall send a written recommendation and copies of the resolutions, together with all documents relating to the proposed lease, and any build out, to the general supervisor, who shall present them to the Board. The action of the Board shall be evidenced by the passage of a specific written resolution authorizing the corporation's president and secretary, and/or any other persons the Board authorizes, to sign documents in connection with the transaction. No person shall sign any lease, rental agreement or other document obligating the International Church of the Foursquare Gospel unless specifically authorized by the Board.

Covenant churches. For a lease or rental agreement in the name of a Covenant church, a written resolution approving the lease or rental agreement and estimating the build out costs, if any, shall have been passed by a two-thirds vote of the church members present at a duly called membership meeting. Each member of the Church Council shall certify the vote of the membership by signing the resolution. A copy of the resolution, together with any applicable “PT form,” shall be submitted to the district supervisor. No person shall sign any lease, rental agreement or other document obligating the Covenant church unless specifically authorized by the Church Council and the members and by the governing documents of the Covenant church entity.

District churches. For a lease or rental agreement in the name of a District church, a written resolution approving the lease or rental agreement and estimating the build out costs, if any, shall have been passed by the Church Council, if any, and approved by the district supervisor. Each member of the Church Council shall certify the vote of the Church Council by signing the resolution. A copy of the resolution, together with any applicable “PT form,” shall be submitted to the district supervisor. The district supervisor shall send a written recommendation and copies of the resolutions, together with all documents relating to the proposed lease, and any build out, to the general supervisor, who shall present them to the Board. The action of the Board shall be evidenced by the passage of a specific written resolution authorizing the corporation’s president and secretary, and/or any other persons the Board authorizes, to sign documents in connection with the transaction. No person shall sign any lease, rental agreement or other document obligating the International Church of the Foursquare Gospel unless specifically authorized by the Board. The Board may also determine that the lease should be made in some other name.

2. For a month-to-month rental agreement, the same process shall be followed as provided immediately above, except that no congregational vote is needed for month-to-month rental agreements.
3. Renewals of leases or rental agreements in which the International Church of the Foursquare Gospel is a tenant, other than month-to-month rental agreements, also shall be approved by the Board, by the procedures set forth above, if the new monthly rental amount will be an increase of greater than ten percent (10%), if additional space will be added to the premises, or if other terms of the agreement will be substantially altered.

C. The Church as Landlord of Real Property:

1. **Property Held in the Name of International Church of the Foursquare Gospel.** If the title to the subject property is held in the name of the International Church of the Foursquare Gospel, prior to the letting of church real property by lease or rental agreement, a written resolution approving the lease or rental agreement and estimating the landlord paid build out costs, if any, shall have been passed by the Church Council. Leases or rental agreements of more than five years, or containing renewals which, if exercised, would extend the term of the

agreement more than five years, in addition to Church Council approval, shall have been passed by a two-thirds vote of the church members present at a duly called membership meeting. Each member of the Church Council shall certify the vote of the membership by signing the resolution. A copy of the resolution and the Church Council certification, together with any applicable "PT form," shall be submitted to the district supervisor. The district supervisor shall send a written recommendation and copies of the resolution, together with all documents relating to the proposed lease, and any build out, to the general supervisor, who shall present them to the Board. The action of the Board shall be evidenced by the passage of a specific written resolution authorizing the corporation's president and secretary, and/or any other persons the Board authorizes, to sign documents in connection with the transaction. No other person shall sign any lease, rental agreement or other document committing or obligating the International Church of the Foursquare Gospel unless specifically authorized by the Board.

Renewals of leases or rental agreements in which additional space is being added to the premises, or if other terms of the agreement are being substantially altered, shall also be approved in manner set forth above.

No lease or rental agreement shall be terminated prior to the expiration of the term stated in the agreement without the prior written approval of the Board

2. **Property Held in the Name of a Local Entity.** If the title to the property is held in the name of a Covenant church or other Board authorized legal entity, prior to the letting of church real property by lease or rental agreement, a written resolution approving the lease or rental agreement and estimating the landlord paid build out costs, if any, shall have been passed by the Church Council. Leases or rental agreements of more than five years, or containing renewals that, if exercised, would extend the term of the agreement more than five years, in addition to Church Council approval, shall have been passed by a two-thirds vote of the church members present at a duly called membership meeting. Each member of the Church Council shall certify the vote of the membership by signing the resolution. A copy of the resolution and the Church Council certification, together with any applicable "PT form," shall be submitted to the district supervisor. No person shall sign any lease, rental agreement or other document committing or obligating the International Church of the Foursquare Gospel unless specifically authorized by the Board, or committing or obligating a Covenant church or other Board authorized legal entity unless specifically authorized by the Church Council (and church members, if required) and by the governing documents of the Covenant church or other Board authorized legal entity.

Renewals of leases or rental agreements in which additional space is being added to the premises, or if other terms of the agreement are being substantially altered, shall also be approved in manner set forth above.

No lease or rental agreement shall be terminated prior to the expiration of the term stated in the agreement without the prior written approval of the Church Council.

17.3 **PROPERTY OF A DISTRICT CHURCH.** In the case of a District church, property may be acquired and encumbered by the district supervisor with the prior written authorization of the Board. A vote of those attending the District church shall not be required.

17.4 **DISPOSITION OF PROPERTY**

- A. **Active Charter and Covenant Churches.** In the event an active Charter or Covenant church desires to sell, give away or otherwise dispose of a church building, real property or other significant church asset, the pastor and Church Council shall follow the procedures described in Section 17.1.A or B, as applicable. The proceeds shall first be used to clear any church indebtedness, and the balance shall be held for the benefit of the church.
- B. **Active District Churches.** In the event an active District church or other church without a Church Council desires to sell, give away or otherwise dispose of a significant church asset, the pastor shall follow the procedures described in Section 17.1.A and shall obtain the prior written consent of the district supervisor. The proceeds shall first be used to clear any church indebtedness, and the balance shall be held for the benefit of the church.
- C. **Inactive Churches.** If a Charter church ceases to function and if the district supervisor and district council decide that the church building or other property should be sold, an appraisal shall be secured and presented to the Board with the district supervisor's recommendation. The Board shall have power to approve the sale of the property. After all indebtedness and costs have been satisfied, the net proceeds of the sale shall be deposited to the credit of the district for further church development, preferably in the same area.

If a Covenant Foursquare church ceases to function and dissolves, the Church Council shall have power to approve the sale of the property, if not inconsistent with applicable local law. After all indebtedness and costs have been satisfied, the net proceeds of the sale shall be donated to another nonprofit entity whose purpose is to propagate the Gospel, preferably to another Foursquare church in the same area.

If a District church ceases to function, after all indebtedness and costs have been satisfied, the net church assets shall be deposited to the credit of the district for further church development, preferably in the same area.

- D. **Liquidation.** To prevent foreclosure on church facilities that could result in a complete loss of the delinquent property, the Board, upon giving proper notification to the church, may dispose of the property of a Charter or District Foursquare church to pay any and all debts, including any money advanced by the corporation or district. The net proceeds shall be held for further church development, preferably in the same area.

17.5 **MERGER.** No pastor shall take steps toward merging with another church without the prior concurrence of the district supervisor, the district council and written approval of the Board.

17.6 **INSURANCE.** Each Foursquare church shall maintain adequate insurance on all church properties, vehicles and activities. This obligation shall be the joint responsibility of the pastor and the members of the Church Council. It is recommended that every Foursquare church insure church properties and activities with the insurance program of the International Church of the Foursquare Gospel, handled through its insurance department, if available. Unless the coverage is written through the International Church of the Foursquare Gospel insurance program, the following requirements must be satisfied:

- A. Copies of all insurance policies shall be filed with the insurance department.
- B. The International Church of the Foursquare Gospel shall be named as an additional insured.
- C. All auxiliary activities and endeavors shall be properly covered.
- D. The amounts of required minimum coverage shall be determined by the Board.
- E. The policies shall be placed preferably with “A-“ to “A++” carriers as listed in Alfred M. Best’s insurance guide. Reciprocal or assessable mutual companies are not acceptable.
- F. The coverages listed below shall be secured when applicable. Detailed specifications and assistance are available from the insurance department.

- 1. **CASUALTY**
 - Public Liability
 - Malpractice
 - Errors and Omission
 - Defamation
 - Medical Payments
 - Property Damage
 - Hired and Non-Owned Auto
 - Personal Injury
- 2. **PROPERTY**
 - Course of Construction
 - Replacement Cost
- 3. **ACTIVITIES**
 - Student Accident
 - Sports
 - Volunteer Workers
 - Accidental Injury
- 4. **WORKERS’ COMPENSATION**

ARTICLE XVIII
Foursquare Churches in Other Countries

Inasmuch as local laws permit and to the extent as may be applicable, these Bylaws, as may be translated into the local language shall be considered as the general pattern of organization in a country where the Foursquare Gospel is preached.

The organization of a local church shall follow the general pattern of organization as set forth in Article III, Sections 3.3 and 3.10, Article XIII, Sections 13.1, 13.3, 13.4 A and B, 13.5. A through K of these Bylaws.

The licensing of national ministers and appointment of pastors shall follow the general pattern as set forth in Articles XIV, XV, and XVI of these Bylaws, with the pioneering missionary serving in the capacity of the district supervisor, until such a time as the local churches may be formally organized with their separate registration or incorporation and bylaws.

The separate registration or incorporation and bylaws shall be approved by the Board of Directors.

Upon the formal and approved registration or incorporation and the establishment of bylaws, the national church shall have the privilege of sending an official delegate to the Foursquare convention.

ARTICLE XIX
Amendments

The Articles of Incorporation of the International Church of the Foursquare Gospel are filed with the secretary of state of the state of California. Any amendments shall be made in a manner acceptable to the state and shall be filed promptly as amendments to the original of these Bylaws. The amendment(s) must first be approved by a two-thirds vote of the members of the Board. The Board shall then submit the approved amendment to the qualified voting members at either a regular or interim convention or by mail as provided for in these Bylaws. If the amendment to the Articles is for the purpose of complying with state or federal requirements, a simple majority shall be sufficient for passage. If the amendment is for any other purpose, a two-thirds vote shall be required.

These Bylaws may be amended by a two-thirds vote of the members present and entitled to vote in any corporate business session at a regular convention or an interim convention properly called for that purpose.

Members are invited to submit suggestions in writing for the betterment of the Foursquare movement, its Bylaws, its operation, and the selection of personnel to fill offices. Suggestions should be sent to the following address:

Board of Directors
c/o Corporate Secretary
International Church of the Foursquare Gospel
PO Box 26902
Los Angeles, CA 90026

APPENDIX

Minister's Code of Ethics

As an ordained or licensed minister or Christian worker, I subscribe in full to the contents of the "Declaration of Faith," compiled by Aimee Semple McPherson, Founder of the International Church of the Foursquare Gospel.

I declare myself in harmony with and bind myself to the objects, purposes and provisions of the Articles of Incorporation and Bylaws of the International Church of the Foursquare Gospel.

I dedicate myself to the faithful performance of the ministry to which I have been called and will at all times strive for Christian unity.

I pledge to give the fullest consideration to my fellow ministers and to seek the best interest of the International Church of the Foursquare Gospel and the cause of Christ.

I agree that I am obligated by my divine call as a Christian and as a minister of the Gospel of Jesus Christ to abide by, in ministry and life, the biblical standards of integrity and morality to which all Christian leadership is accountable.

I agree to comply with the foundational principles, processes and procedures of the International Church of the Foursquare Gospel, as set forth in the following Board approved documents: "The Declaration of Faith," "Articles of Incorporation and Bylaws of the International Church of the Foursquare Gospel." I will exhort my fellow Foursquare ministers to uphold the principles of a holy life and to adhere to the foundational principles, processes and procedures of the International Church of the Foursquare Gospel.

Should I desire to publish literature bearing the Foursquare name, I will first obtain the approval of the Board of Directors of the International Church of the Foursquare Gospel.

Should I desire to enter into a transaction in which my personal interests or the interests of those related to me by blood or marriage may conflict with the interests of the Foursquare Church, or may appear to conflict, I will first fully disclose the details of the transaction and receive my district supervisor's approval before proceeding with the transaction.