

BY-LAWS

OF

EASTSIDE CHRISTIAN FELLOWSHIP
ADOPTED SEPTEMBER 22, 2004
AMENDED 3/23/2016

ARTICLE I <u>Our Name & History</u>
ARTICLE II <u>Our Membership</u>
ARTICLE III <u>Governance</u>
ARTICLE IV <u>Staff</u>
ARTICLE V <u>Significant Assets and Obligations</u>

ARTICLE I — OUR NAME & HISTORY

SECTION 1: NAME AND LOCATION.

The name of this church is Eastside Christian Fellowship (“ECF”). The location of our worship services may change from time to time, but it is intended that we continue to worship and have our offices in the area commonly referred to as the “Eastside” in the Seattle Metro area.

SECTION 2: HISTORY

Eastside Christian Fellowship officially began meeting in the summer of 2001. Several families committed time, energy and resources to organize and cast a vision for planting a church on the Eastside that promotes biblical teaching, freedom in Christ and a desire to bring salvation to those who do not know Jesus.

On August 24, 2001, articles of incorporation were filed with the State of Washington to meet state and federal requirements and to continue as a non-profit organization. ECF was designated as a corporation meeting the requirements of IRS Section 501(c)(3).

ARTICLE II — OUR MEMBERSHIP

SECTION 1: GENERAL MEMBERSHIP

While we acknowledge that all true believers in Jesus Christ are members of the church universal that Christ established (the “Church”), we also recognize the advantage of having membership with a local body of believers. As a result, we acknowledge two types of membership at this church:

- A) Universal Church Membership. This includes all true believers in, and followers of, Jesus Christ; and
- B) Local Church Membership (“Membership”). This includes true believers in, and followers of, Jesus Christ who have committed themselves to ECF as outlined below (“Members”).

SECTION 2: REQUIREMENTS FOR ECF MEMBERSHIP

Membership in ECF requires participation in and commitment to the following:

- A) The Calling, Core Beliefs & Governance of ECF (as outlined in “Our Calling and Core Beliefs” - a separate document, and Article IV of these By-Laws); and
- B) Intentional unity and community with members of ECF; and
- C) Serving Christ alongside others at ECF with time, talents and resources: and

- D) Casting a vote (either for or against as deemed appropriate by the member) on matters brought before the Membership.

SECTION 3: PROCESS OF BECOMING AN ECF MEMBER

The process of becoming a Member of ECF will include the following:

- A) Meet with at least one of the Elders or Pastors to discuss the desire and intent to serve with others in this church.
- B) Other requirements as provided in the New Member Packet in use at that time.

SECTION 4: ECF MEMBERSHIP ROLL

A roll of members ("Membership Roll") showing the Name, Date of Membership, Date of Voting Eligibility and Date of Member Termination (if any) for each Member will be maintained at the ECF offices.

The Membership Roll will be:

- A) Available for viewing by any Member during ECF office hours with at least 72 hours prior notice (excluding any and all information what-so-ever regarding any individual under the age of 18).
- B) Updated prior to any vote of the Membership.
- C) Reviewed and certified by the Eldership prior to any vote that it is current, accurate, and complete.

SECTION 5: RELEASE FROM ECF MEMBERSHIP

Membership may be terminated by any of the following actions:

- A) Voluntary termination of Membership is available to any Member. This must be delivered in writing (email acceptable) to an Elder, Pastor or staff member.
- B) At the discretion of the Eldership a Member may be removed from the ECF Membership rolls if any of the following occurs:
 - 1) Members who move from the area served by ECF may be removed from Membership,
 - 2) Members who stop attending on a regular basis,
 - 3) Death of the member, or
 - 4) If, after adequate consultation with the Member as determined solely by the Eldership, the Eldership believes that the Member is no longer willing to abide by those requirements set forth in Article II, Section 2.

ARTICLE III: — GOVERNANCE

SECTION 1: GENERAL

Directing the affairs of the church implies both responsibility and accountability. It follows then that all aspects of church life are intertwined, both in their spiritual and physical dimensions. Therefore, we believe directing the affairs of this church in accordance with scriptural mandate is to be through the oversight of duly appointed Elders. The following is a combination of what is

seen as scriptural governance coupled with legal requirements of the State of Washington and these United States of America.

The Elders are essentially the equivalent of the Board of Directors of a for-profit corporation. Because a church operates with different functions and goals, the selection and maintenance procedure for Elders is different than that of a Board of Directors.

SECTION 2: ELDERS

The function and responsibility of Elders in principle is ascribed to their work in New Testament Scriptures by the words that describe their work:

- A) Elder – experienced, not a novice in the faith (e.g.: Titus 1:5-6; I Tim. 5:17);
- B) Pastor and Shepherd – caring for spiritual interests of the Membership (e.g.: Eph. 4:11; I Peter 5:1-3);
- C) Overseer – watching over, guarding the interests of the church (e.g.: I Tim. 3:1-2; Titus 1:7), and
- D) Leader – ability to wisely lead others in the sense of service, not in the sense of an authoritarian (e.g.: Heb. 13:7).

The body of men serving as Elders (excluding any Elder(s) on sabbatical as discussed below) shall be not less than three (3), provided however, that the number of Elders may be less than three (3) in instances where the number is reduced below three (3), but not less than two (2) due to the resignation or removal of one Elder and the remaining two Elders have not yet identified a suitable nominee. If after eighteen (18) months the number of Elders is not at least three (3), or the number of Elders is at any time less than two (2) a Servant Leadership Team shall be appointed by the Elder(s) to take the place of the Elders and to begin the Elder selection process at a time when qualified men are found and agree to serve. The number of Elders serving must be limited by the number of qualified men and the ability of the Elders to sustain deep and growing relationships amongst their members; that is, unity of mind and purpose as defined in scripture and these By-Laws.

The Elders shall determine their frequency of meeting. Sixty percent (60%) or more of its membership constitutes a quorum. Facilitation of the meetings for orderly conduct of business shall be at the discretion of the Elders. Under no circumstance shall one Elder be considered subordinate to any other Elder in office or spiritual authority.

There is no defined maximum term prescribed for an Elder. It is expected that upon initial appointment an Elder will serve a contiguous term of at least three years. From time to time individual Elders may take a sabbatical from active service. A sabbatical would generally be for a maximum of one year, preferably after having served a minimum initial term of three years, or a term of three years between sabbaticals. A sabbatical is intended to provide a period of recharge for the Elder, a period to attend to unusual personal or family matters, or a period to pursue other callings in Christ's church. When on sabbatical, the Elder will not attend meetings, will not vote on any matter or participate in other regular functions of an Elder. Regardless of the status of any individual Elder, the Elders as a whole should be reconfirmed any time the Eldership deems it appropriate or every five years, whichever comes first.

SECTION 3: QUALITIES AND ABILITIES OF AN ELDER

Elders are men whom the Spirit of God has empowered through experience, growth, and temperament to serve as Pastoral leaders in local churches. Such men will be known by the

lives they lead but must nevertheless be subject to a screening process conducted by the existing Eldership (or Servant Leadership Team) to determine the following:

- A) Soundness in Biblical qualities required of an Elder.
- B) Personal philosophy concerning the purpose of the local church.
- C) Agreement with the statement of faith and governance of this church in its entirety.
- D) Ability and willingness to serve and participate actively as an Elder.
- E) To attend faithfully and support the regular gatherings and programs of ECF.
- F) Willingness and ability to teach in a small or large setting (individuals or groups).
- G) History of working alongside others and maintaining enduring and accountable relationships with fellow Christians.
- H) Status as a voting Member in good standing of ECF.

SECTION 4: RESPONSIBILITIES OF ELDERS

Subject to Section 7 below, the responsibilities of an Elder shall include, but are not necessarily limited to the following:

- A) Providing spiritual leadership for the church.
- B) Directing the activities and financial affairs of the church.
- C) The Eldership, as required by these By-Laws, shall execute on behalf of ECF deeds, notes, deeds of trust, leases and any other instruments or contracts as may be necessary to comply with Federal and State laws for the church as to property belonging to or acquired, improved, or sold by ECF. Deeds, notes, deeds of trust, leases and any other instruments or contracts in excess of \$50,000 (fifty thousand dollars) must be taken to the Membership for a vote as outlined in Article III Section 8.

The Eldership has the authority and responsibility to organize and, at their discretion, delegate to others in order to effectively oversee or direct individual functions of the church but may not delegate the responsibilities of Article IV, Section 4C.

SECTION 5: ELDER SELECTION

The selection of Elders will be a congregational endeavor to identify, confirm, and appoint those men in accordance with sound biblical principles.

Appointment of Elders. The appointment of Elders will occur in the event (a) the then current Eldership determines it is necessary to add to their number and can identify a qualified nominee(s) or (b) for whatever reason the total number of Elders falls below three (3). In either event, the then current Elders shall identify through input from the congregation as deemed appropriate by the Eldership, a group of men (or man as appropriate) who have demonstrated the qualities delineated in Article III, Sections 2 and 3. It is solely the responsibility of the Elders to ensure that all feedback regarding the qualifications of any man is completely and responsibly considered before such men, including any current Elder(s), are ultimately put forth as a group (the "Slate") for consideration by the congregation. Upon unanimous recommendation by the Elders, a confirmation ballot (physical and/or electronic) shall be made available to each member of ECF in accordance with Article III, Section 8. The vote of the Membership will be to consider the Slate

recommended to serve as Elders, not any man individually. In the event that the Slate is not confirmed, the existing Elders shall continue in their roles as Elders.

SECTION 6: REMOVAL OF AN ELDER

An Elder cannot be removed without just cause as determined by a unanimous vote of all Elders (exclusive of the Elder whose removal is under consideration). Just cause includes, but is not limited to:

- A) Physical or mental incapacity;
- B) A departure in principle or practice from the Biblical standards of service as an Elder (including Article III, Section 3) or the requirements of Membership (Article II); or
- C) Inability or unwillingness to maintain community with other Elders.

SECTION 7: CORPORATE OFFICERS

The corporate officers of ECF shall be decided upon by the Eldership and will always include at least two of the Elders as officers. Offices may be appointed by the Eldership to people other than the Elders. The following officers shall be appointed and have those duties and authority as set forth below.

- A) **Chairman and President (Chairman).** The Chairman will be an Elder and the only Elder during the term of the Chairman who is authorized to execute any legal document and thus obligate ECF in any fashion unless such power has been expressly delegated to another Elder(s) or Member(s) of ECF by the Chairman and unanimously approved by the Elders in writing. Delegation of authority must be renewed at least annually and may not exceed \$50,000. The Chairman will be selected by a vote of the Eldership and will serve a term of up to two (2) years. The Chairman is specifically precluded from holding any other corporate officer position while serving as Chairman and President.
- B) **Treasurer.** The Treasurer shall account for all assets held by ECF and perform all other duties incident to the office of Treasurer or assigned by the Eldership. The term of the Treasurer shall be two years but any ECF Member may serve multiple terms as Treasurer. The Treasurer will make available to the Membership an accounting of the financial status of the church at least two (2) times per year including a report of the financial status as of year end.
- C) **Secretary.** The Secretary shall ensure that all corporate records are kept in accordance with the direction of the Eldership. Additionally, the Secretary shall be primarily responsible for any voting and balloting which occurs from time to time and certifying that all such voting and balloting have been accomplished in accordance with these By-Laws.
- D) **Vice President.** The Vice President shall perform all those responsibilities delegated to him by the Eldership. In the event the Chairman is unavailable or unable to serve in the capacity of Chairman, the Vice President will serve in such capacity until the Eldership elects a new Chairman which will occur no later than six (6) months from the date the Chairman is unavailable or unable to serve.

The Eldership shall confirm the officers annually, generally at the beginning of each year or more often as deemed necessary. Any officer(s) may be removed by the Eldership, with or without cause.

SECTION 8: VOTING

Unless otherwise specified in these By-Laws, matters that require approval by the Membership as determined by these By-Laws (including the amendment of these By-Laws) or matters that the Eldership deems appropriate to be taken to the Members for approval are subject to the following requirements:

- A) To be eligible to vote the Member must be at least eighteen (18) years of age and must have been a member for six (6) full months, both prior to the date of the vote. However, the Elders may by unanimous vote make an exception to the duration of Membership required to be eligible to vote in order to address a specific issue that is deemed both unusual and infrequent (e.g. an existing church joining ECF). This exception is not required under any circumstance and is at the sole discretion of the Eldership.
- B) A vote of the Membership may be taken verbally, by written ballot, by electronic ballot, or by any combination of these methods as deemed appropriate by the Eldership;
- C) The matter must receive at least 60% affirmative votes from all Members eligible to vote as indicated on the Membership Roll to be considered valid and approved (75% if related to the amendment of these By-Laws).

Matters subject to the vote of the Membership will be brought to the attention of the Membership during the regular Sunday morning worship service(s) two (2) or more weeks prior to the vote. However, in the Eldership's sole discretion and in consideration of a time-sensitive matter(s) under consideration (but excluding an amendment of these By-Laws), matters may be brought to the Membership for a vote with shorter notice but in no case may such notice be less than 24 hours. Under no circumstance will notice of any vote to be taken in consideration of amending these By-Laws be given less than two weeks prior to the vote.

ARTICLE IV: — STAFF

HIRING AND TERMINATION

The approval of hiring of pastoral or administrative staff for ECF will exclusively be the responsibility of the Eldership. The Eldership may delegate to the Lead Pastor all other responsibilities related to hiring, terminating and all daily functions and responsibilities of the staff. The Lead Pastor in turn may delegate to the staff all responsibilities delegated to him related to all daily functions and responsibilities other than the hiring and termination of employees. Each pastoral or administrative staff will have a Letter of Understanding which will be executed by that individual and the Chairman or Lead Pastor. This Letter of Understanding will clearly communicate the following items:

- A) Compensation package,
- B) Benefits package,
- C) Areas of responsibilities and expectations, and
- D) Any other provisions individually deemed appropriate.

ARTICLE V: — ASSETS AND OBLIGATIONS

SECTION 1: OVERVIEW

It is expected that in the ordinary course of fulfilling our calling ECF will receive donated funds and other assets (together "Assets"); it will acquire and dispose of certain assets including

Significant Assets, and as a result will incur and retire certain related obligations including Significant Obligations. In all cases, Assets will be used in compliance with these By-Laws and, for the purpose of express emphasis, specifically in accordance with “Our Calling and Core Beliefs”. Significant Assets and Significant Obligations are defined as those with a monetary value (or fair market value as appropriate) of \$50,000 or more. Letters of Understanding related to the employment of Staff are specifically excluded from Significant Obligations and are the responsibility of the Eldership as discussed in Article V and Article IV, Section 7.

SECTION 2: RECEIPT AND USE OF ASSETS

- A) Assets received by ECF will be accounted for and used in a manner in compliance with the requirements of Internal Revenue Code Section 501(c)(3).
- B) All assets without exception that are donated to ECF will be for general operating purposes unless donated to a Special Purpose Fund as identified below or in accordance with the requirements of a third party who’s donation is governed by a written policy (e.g. corporate matching funds) .
- C) The Eldership may at its sole discretion designate the creation of a fund to hold donated assets identified for a specific and unusual purpose (Special Purpose Fund). In the event that the Eldership has specifically designated in writing a Special Purpose Fund(s), a donor may then, and only then, designate in writing that donated funds or other assets as appropriate are to be used for such purpose(s).
- D) Special Purpose Funds will be accounted for separately and may be maintained in separate financial accounts or facilities (e.g. bank, investment or otherwise).

SECTION 3: PURCHASE OR INCUMBERANCE OF SIGNIFICANT ASSETS

Any purchase of Significant Assets and/or taking on of Significant Obligations requires the following:

- A) A written plan (“Plan”) describing the intended use of the Significant Asset(s) and the intended method to retire any related Significant Obligation(s);
- B) The unanimous written approval of the Elders including the Plan, and
- C) Approval by the voting Membership including the Plan, as discussed in Article III, Section 8 above.

SECTION 4: DISPOSAL OF SIGNIFICANT ASSETS

Any disposal of Significant Assets requires the following:

- A) A written Plan for the use of any proceeds generated from the disposal of such Assets that is in keeping with Article V Section 3 (related to the intended retirement of any related encumbrance) and Our Calling and Core Beliefs.
- B) The unanimous written approval of the Eldership including the Plan,
- C) Approval of the voting Membership including the Plan as discussed in Article III, Section 8 above.