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1. Officers

a. Titles and Responsibilities

1. Chairman of the Elders -- as head of the Board of Elders and Deacons shall preside over meetings of the Board of Elders and Deacons assuring that all matters of business are brought before said board for free discussion and action, that all members of said board are aware of their current responsibilities, and shall direct the Business Chairman in the order and matters of business as determined by said board to be brought before the Congregation for discussion and action.

2. Board of Elders and Deacons -- as trustees of the resources of the Seattle Bible Students Church shall examine the matters of business pertaining to the spiritual direction of the Congregation, the welfare of the members of the Congregation, and the activities of the Seattle Bible Students Church, to ascertain the facts of said matters and upon the discretion of said board may bring such matters before the Congregation, with or without recommendation, for discussion and action by the Congregation. The Board of Elders and Deacons is limited in that it may not place into force any activity or procedure effecting the Congregation as a whole except that such activity or procedure be approved by the Congregation.

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3. Elders -- as spiritual overseers shall exercise guidance and control during all religious study, discussion, and prayer meetings, direct admonition and instruct in doctrine by sermons, or shall appoint a Deacon to exercise guidance, control and direction during such a meeting, all such meetings being those authorized by the Seattle Bible Students Church.
  4. Deacons -- as assistants of the Elders shall tend to the temporal necessities in preparation for the meetings and shall exercise guidance and control during a religious study, discussion, or prayer meeting, or direct admonition or instruct in doctrine by a sermon when so appointed by an Elder.
  5. Secretary -- shall cause to be recorded the proceedings of all business meetings of the Seattle Bible Students Church, maintain such records, and conduct the correspondence necessary to effect the activities and affairs of the Seattle Bible Students Church.
  6. Treasurer -- shall be responsible for the funds of the Seattle Bible Students Church and shall prepare the financial reports and statements of the Seattle Bible Students Church.
  7. Business Chairman -- shall preside over the business meetings of the Seattle Bible Students Church, assure that said meetings are conducted in an orderly manner which allows free discussion, assure the clarity of the matters for action before the Congregation, announce the decisions determined by the vote of the Congregation, and assure that the Secretary has the matters for action and decisions concerning same for record in the minutes of said meeting.
- b. Term and Election
1. Chairman of the Elders -- shall be elected by the Elders for a period of six (6) months. Election shall require a simple majority of all the Elders.
  2. Board of Elders and Deacons -- shall consist of all the Elders and all the Deacons elected by the Congregation.
  3. Elders and Deacons -- shall be elected by the Congregation for a period of one (1) year. Election shall require a 65% majority of those present, in person or by written proxy, both eligible and intending to vote.
  4. Secretary, Treasurer and Business Chairman -- shall be elected by the Congregation for a period of one (1) year. Election shall require a simple majority of those present, in person or by written proxy, both eligible and intending to vote.

5. Assistants -- an assistant shall be elected for the Secretary, the Treasurer, and the Business Chairman by the Congregation for a period of one (1) year. Election shall require a simple majority of those present, in person or by written proxy, both eligible and intending to vote.

2. Committees

a. Size and Responsibilities

1. Follow-Up -- shall consist of two (2) members and shall coordinate the canvassing, in person or by mail, of persons who have responded to any presentation of bible teachings or requested literature concerning bible teachings sponsored by the Seattle Bible Students Church or similar organization.

2. Book -- shall consist of three (3) members and shall maintain a supply of literature and supplies available to the membership for distribution or personal use.

3. Welfare and Telephone -- shall consist of three (3) members and shall inform the membership of the condition of the ill, coordinate the remembrances to the ill, and inform the membership of any special meetings or meeting changes.

4. Reception -- shall consist of two (2) members and shall coordinate the accommodations for visiting members of similar organizations.

5. Volunteer -- shall consist of two (2) members and shall coordinate the distribution of literature by mail or by neighborhood canvassing.

6. Food -- shall consist of two (2) members and shall coordinate the preparation and serving of meals during conventions convened by the Seattle Bible Students Church.

7. Fair -- shall consist of three (3) members and shall coordinate the obtaining and decorating of fair booths, obtaining of literature and supplies for such fair booths, and the scheduling of personnel and establishing the duties for the performance of the services of such fair booths.

8. Recording -- shall consist of two (2) members and shall cause to be recorded all sermons of the Seattle Bible Students Church and its authorized conventions, maintain a lending library of said recordings with such records as required to ascertain the placement of said recordings and equipment on loan, and fill requests for copies of said recordings.

b. Term and Election

1. Committees shall be elected for a term of one (1) year.

2. Election of committee members shall require a simple majority of those present, both eligible and intending to vote.

3. Congregation

a. Membership

1. Membership in the Seattle Bible Students Church shall not require the giving of any oath or adherence to any creed.

## Eligibility to Vote

1. Only those members of the Seattle Bible Students Church who accept the Lord Jesus Christ as their personal saviour and have professed a full, unreserved consecration to do the Heavenly Father's will shall be eligible to vote concerning the business matters of the Seattle Bible Students Church.

2. The eligibility of any member to vote, if questioned, shall be determined by a simple majority of those present, both eligible and intending to vote.

## B. MEETINGS

### 1. Business Meetings

#### a. Frequency

1. Scheduled business meetings shall be conducted at the regular place of meeting of the Seattle Bible Students Church on the second Sunday of the months of March, June, and September, and the first and second Sundays of the month of December, and any necessary adjournments thereof, unless said meetings are rescheduled by the Congregation.

2. Additional business meetings may be called by the Board of Elders and Deacons when matters of business warrant and with the approval of the Congregation at least one (1) week in advance of said meeting.

### b. Order of Business

1. The agenda, setting forth the business matters to be brought before the Congregation by the Board of Elders and Deacons, shall be posted at the regular place of meeting of the Seattle Bible Students Church at least one (1) week in advance of said meeting.

2. The order of business shall be (1) the reading and approval of the minutes of previous business by the Secretary, (2) the reading and approval of the financial report by the Treasurer, if any, (3) committee reports, if any, (4) nominations, if any, (5) elections, if any, (6) business matters brought to the Congregation by the Board of Elders and Deacons, if any, (7) unfinished business matters from previous business meetings, if any, (8) new business matters from the Congregation, if any, (9) adjournment.

### c. Nominations

1. Nominations for officers and committee members for the ensuing calendar year shall be accepted from the Congregation during the business meeting of the first Sunday of the month of December or at such time as said meeting is rescheduled.

### d. Elections

1. Elections of officers and committee members for the ensuing calendar year shall be effected during the business meeting of the second Sunday of the month of December or at such time as said meeting is rescheduled.

2. Proxy votes shall be written and submitted to the Business Chairman in advance of the meeting during which elections are effected.

2. Religious Services

a. Frequency

1. Religious meetings shall be conducted for spiritual benefits at the regular place of meeting of the Seattle Bible Students Church on each Sunday unless cancelled by the Congregation.

2. Additional religious meetings shall be conducted for spiritual benefits in the homes of members of the Congregation on specified weeknights on a regular basis unless cancelled by the Congregation.

3. Religious conventions may be planned occasionally by the Board of Elders and Deacons and convened upon approval by the Congregation.

b. Attendance

1. Meetings shall be open for anyone to attend.

2. Members shall not be required to attend any meeting and no roll call or attendance record shall be maintained.

c. Subject Matter

1. Religious subject matter to be studied shall be approved by the Congregation.

C. FINANCES

1. Banking

a. Depository

1. The bank or banks in which funds shall be deposited shall be selected by the Board of Elders and Deacons.

b. Withdrawal Authority

1. The funds of the Seattle Bible Students Church may be withdrawn with the signature of one (1) officer authorized to endorse and sign checks, drafts, and orders for payment of money.

2. Donations

a. Acquisition

1. Funds shall not be solicited in any manner whatsoever.

2. No fund-raising activities of any sort shall be conducted.

b. Receipts

1. Receipts shall be issued for voluntary donations upon request.

3. Disbursements

a. Compensation

1. No salaries or expense account allowances shall be paid to officers of the Seattle Bible Students Church for services rendered in the capacity of their offices.

2. Business Transcript

a. Minutes

- 1. The minutes of the business meetings of the Seattle Bible Students Church shall reflect all matters considered in said meetings and the decisions reached by the vote of the congregation.

3. Financial

a. Statements

- 1. The financial statements of the Seattle Bible Students Church shall reflect all donations, disbursements, and balances of the funds of the Seattle Bible Students Church.

b. Expenditures

- 1. No expenditure exceeding twenty-five dollars (\$25.00) except recurring expenditures of activities previously approved shall be paid by the Treasurer unless approval is first obtained from the congregation.

D. RECORDS

1. Governing Regulations

a. Agreement of Association

- 1. The purposes and limitations of the Agreement of Association shall govern the activities permitted by the Seattle Bible Students Church.

b. Bylaws

- 1. The Bylaws of the Seattle Bible Students Church shall prescribe the manner in which it shall conduct its purposes.
- 2. The Bylaws, after adoption, may be rescinded or amended by modification, addition, or deletion, in full or in part, by the congregation at any business meeting of the Seattle Bible Students Church.
- 3. Changes in the Bylaws of the Seattle Bible Students Church shall be effected by a simple majority of those members present.