

**CONSTITUTION AND BY-LAWS
OF THE
CSUF FACULTY/STAFF CHRISTIAN FELLOWSHIP**

Adopted February 2, 1989

PREAMBLE

We, whose names appear on the charter membership roster, under the above date, do hereby recognize ourselves as a CSUF Faculty/Staff organization for the purpose of establishing and maintaining a unified Christian fellowship on campus; to provide a Christian witness on the campus; to minister to the needs of Christian faculty and staff; to develop an appropriate and effective program of discipleship and edification for Christian faculty and staff; and to develop an appropriate and effective means of outreach and evangelism on campus. In so doing, we adopt the following articles to guide us in accomplishing the organization's goals and objectives.

Website:

<http://eventful.com/fresno/events/faculty-and-staff-christian-fellowship-/E0-001-045829401-4>

CONSTITUTION

Article I. Name

The name of this organization shall be the
CSUF FACULTY/STAFF CHRISTIAN FELLOWSHIP.

Article II. Purpose

The five-fold purpose of this organization shall be:

- Section 1. To establish and maintain a unified Christian fellowship on campus.
- Section 2. To provide a Christian witness on campus.
- Section 3. To minister to the needs of Christian faculty and staff.
- Section 4. To develop an appropriate and effective means of discipleship and edification for Christian faculty and staff.
- Section 5. To develop an appropriate and effective means of outreach and evangelism on campus.

Article III. Statement of Faith

We believe that Jesus Christ is the only begotten Son of God and is the only means of eternal salvation for the human race in accordance with the Scriptures.

John 1:1

In the beginning was the Word, and the Word was with God, and the Word was God.

John 1:12

But as many as received him, to them gave he power to become the sons of God, even to them that believe on his name.

John 3:16

For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life.

John 14:6

Jesus saith unto him, I am the way, the truth, and the life: no man cometh unto the Father, but by me.

Article IV. Membership

- Section 1. Membership in this organization shall be extended to all faculty, staff and administrators employed by California State University, Fresno who adhere to the Statement of Faith and agree to be governed by its Constitution and By-laws herein set forth, or as duly amended.
- Section 2. All members shall have voting privileges and opportunity to be elected or appointed to positions in the organization. Their respective rights, qualifications and privileges shall be set forth in the By-laws.

Article V. Officers

- Section 1. The Officers of this organization shall consist of Chairperson, Vice Chairperson, Secretary and Treasurer which shall comprise the Executive Committee.
- Section 2. Duties, responsibilities and terms of office of said officers shall be set forth in the By-laws.

Article VI. Meetings

All business and special meetings of the organization shall be called by the Chairperson, normally in consultation with the Executive Committee, as appropriate and necessary. In unusual circumstances, the Executive Committee may call a business or special meeting.

Article VII. Committees

The Chairperson, in consultation with the Executive Committee and Advisory Board, shall establish committees and appoint individuals to all committees and special assignments to carry out the purposes and goals of the organization as deemed necessary.

Article VIII. Finances

- Section 1. All funds for the operation, development and maintenance of the organization shall be provided by voluntary gifts, donations and contributions and by special fund-raising efforts specifically authorized by the Executive Committee.
- Section 2. All monies shall be deposited in a responsible banking institution and all disbursements shall be made in accordance with the By-laws.

Article IX. Amendments

This Constitution shall be amended by the process outlined in the By-laws.

Article X. Dissolution

In the event of dissolution, all assets of this organization shall be donated to those student Christian organizations on campus designated by the majority of the Executive Committee and Advisory Board.

BY-LAWS

Article 1. Membership

- Section 1. Standard of Membership. Any employee of California State University, Fresno is eligible to become a member who adheres to the organization's statement of faith. Upon submission of a signed membership application form to the Executive Committee, the applicant's name will be added to the membership roster. However, the Executive Committee retains the right to refuse, suspend or revoke the membership of any individual whose behavior appears to contradict the Constitution and By-laws of the organization. In addition, the Executive Committee will remove a person's name from the membership roster upon that person's written or verbal request to the Chairperson of the Executive Committee.
- Section 2. Dues. A voluntary membership fee of \$15.00 per academic year payable in September to the Treasurer is requested of the membership to help defray expenses of the organization.

Article 2. Committees

- Section 1. The Executive Committee.
- A. There shall be four elected officers of the organization who shall be designated as the Executive Committee.
 - B. The Executive Committee shall manage the business and set the direction of the organization and assure that the Constitution and By-laws are followed.
 - C. Qualifications for officers of the Executive committee are as follows:
 - 1) Persons of mature experience, high reputation and good character;
 - 2) Persons with an enthusiastic commitment and willingness to serve the Lord, and testify of Jesus Christ on the campus;
 - 3) Persons who will participate in the fulfillment of the organization's mission and goals and will be in harmonious accord with the Constitution and By-laws; and
 - 4) Persons committed to attending all regular and special meetings called by the Executive Committee.

Section 2. The Advisory Board.

- A. There shall be a group designated as the Advisory Board consisting of nine persons - at least four shall be faculty and at least four shall be staff.
- B. New members of the Advisory Board shall be appointed by the Executive Committee from the voting membership no later than July 10 each year.
- C. Advisory Board members shall serve a term of one year, beginning each July, for a maximum of three consecutive years.
- D. After an absence of one year, a person may be reappointed.
- E. The Board may select its own coordinator and other officers as it sees fit.
- F. The Advisory Board shall act in an advisory capacity to the Executive Committee in all matters pertaining to the organization.
- G. The Advisory Board is responsible for implementing:
 - 1) A campus ministry to meet the needs of Christian faculty and staff;
 - 2) An evangelistic plan to reach out to non Christians on campus; and
 - 3) An effective means of discipleship and edification for the membership.
- H. Qualifications for members of the Advisory Board are as follow:
 - 1) Persons of mature experience, high reputation and good character;
 - 2) Persons with an enthusiastic commitment and willingness to serve the Lord, and testify of Jesus Christ on the campus;
 - 3) Persons who will participate in the fulfillment of the organization's mission and goals, and will be in harmonious accord with the Constitution and By-laws; and
 - 4) Persons committed to attending all Advisory Board meetings and all regular and special meetings called by the Executive Committee.

Article 3. Officers

Section 1. Chairperson.

- A. The Chairperson shall direct the administration of the organization in consultation with the Executive Committee and Advisory Board. The Chairperson shall preside over all business meetings of the organization and shall be an ex-officio member of all committees. The Chairperson shall be responsible for handling all arrangements for guest speakers in consultation with the Executive Committee and Advisory Board.
- B. The Chairperson is expected to demonstrate spiritual maturity, a commitment to the cause of Jesus Christ on campus, and evidence of the fruit of the Holy Spirit (Galatians 5:22) in his/her life.

Galatians 5:22: *But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.*

Matthew 23:10-12: *Neither be ye called masters: for one is your Master, even Christ. But he that is greatest among you shall be your servant. And whosoever shall exalt himself shall be abased and he that shall humble himself shall be exalted.*

Mark 10:44-45: *And whosoever of you shall be the chiefest, shall be servant of all. For even the Son of man came not to be ministered unto, but to minister, and to give his life a ransom for many. KJV.*

(See also Matthew 20:25-28, Luke 22:24-27, I Corinthians 9:19-22.)

Section 2. Vice Chairperson. The Vice Chairperson shall cooperate with and support the Chairperson in all his/her duties and responsibilities, and shall serve as acting Chairperson in the absence or disability of the Chairperson.

Section 3. Secretary. The Secretary shall keep the minutes of all meetings of the Executive Committee and all special meetings called by the Chairperson. Also, he/she shall maintain a record of the membership of the organization and shall maintain all record/documents of the organization.

Section 4. Treasurer.

- A. The Treasurer shall be entrusted with all finances of the organization which shall be deposited in a responsible banking institution, designated by the Executive Committee, in the name of the organization, and shall be disbursed by check, as authorized by the Chairperson and the Executive Committee.
- B. All disbursement checks over \$25.00 shall be signed with a minimum of two signatures as authorized by the Executive Committee.
- C. The Treasurer shall be responsible for an itemized accounting of all receipts and disbursements, and shall make a financial report at regular meetings.

(Treasurer continued)

- D. The books of the Treasurer may be examined by the Chairperson at any time and by any voting member of the organization at a reasonable time in the presence of the Chairperson and Treasurer.
- E. The Treasurer shall provide the membership with a written annual report at the first Executive Committee meeting in September.

Section 5. Eligibility.

- A. All officers shall be elected only from the membership.
- B. At least one officer shall be a faculty member and one shall be a staff member.

Section 6. Compensation. All Executive Committee officers and Board members shall not receive any compensation for services rendered except for out-of-pocket expenses which have been given prior approval by the Executive Committee.

Article 4. Meetings

Section 1. Prayer. All meetings shall open in prayer (Proverbs 3:5-6).

Section 2. Executive Committee Meetings. Executive Committee meetings shall be called by the Chairperson and meet at least once each month and as needed. At least three members of the Executive Committee must be present to constitute a quorum and conduct official business.

Section 3. Business Meetings.

- A. Business meetings shall be called by the Chairperson and include both the Executive Committee and the Advisory Board. These meetings shall be held at least once each month. Business meetings may be canceled by the Chairperson as appropriate.
- B. No fewer than five members of the Advisory Board and no fewer than two members of the Executive Committee must be present at a business meeting to constitute a quorum and conduct official business.

Section 4. Special Meetings. Special meetings may be called by the Chairperson to address special matters.

Article 5. Order of Business

The Chairperson is responsible for preparing the agenda for and conducting the Executive Committee and business meetings.

Article 6. Elections and Appointments

- Section 1. Elections. All four Officers shall be elected by the membership by secret ballot.
- A. Ballots shall be mailed to all members.
 - B. A 51% majority of those returning ballots is necessary to be elected if more than two candidates are on the ballot.
 - C. Both A and B above shall be required for any special election to fill a vacancy on the Executive Committee.
 - D. The election of the Executive committee shall be held in adequate time to allow for their presentation at the annual Spring luncheon.
- Section 2. Nominating Committee. A Nominating Committee shall be comprised of three members from the Advisory Board who are not running for election. This committee shall develop a process for nominating the four officers which shall be submitted to the Executive Committee for approval.
- Section 3. Terms of Office. The Executive Committee officers shall serve a term of two years. Officers may serve a maximum of two consecutive terms for any given office and after the second term, the person must wait at least two years before being re-elected to that same office. The Chairperson and the Secretary shall be elected to office in odd years and the Vice Chairperson and Treasurer shall be elected to office in even years.
- Section 4. Vacancies. In the event of a vacancy by an Executive Committee officer of over one year, a special election shall be held. In the event of a vacancy of less than one year, the officer shall be appointed by the Executive Committee in consultation with the Advisory Board.
- Section 5. Resignations. All resignations by officers of the Executive Committee and members of the Advisory Board shall be submitted in writing to the Executive Committee.
- Section 6. Dismissal. Any member of the Executive Committee or Advisory Board may be removed from office involuntarily by a simple (7 out of 13) majority of the combined Advisory Board and Executive Committee when the person has violated the Constitution or By-laws, and is unwilling to resign voluntarily.

Article 7. Finances

- Section 1. **Funding.** All funds for the operation, development, and maintenance of the organization shall be provided by voluntary membership fees, contributions, donations, and gifts from the membership and friends of the organization.
- Section 2. **Collection.** No monies shall be collected by individual members of the organization for any cause without consent of the Executive Committee. All funds shall be handled in accordance with Article 2, Section 4 of the By-laws.
- Section 3. **Deposits.** All monies received from the above mentioned means shall be deposited by the Treasurer in a banking institution designated by the Executive Committee except that a maximum of \$50.00 may be kept in a petty cash fund.

Article 8. Mailing List

- Section 1. **Purpose.** A mailing list of all members and other interested people on campus shall be compiled and maintained by the Executive Committee for the purpose of notifying those listed of news and activities of the organization. Names shall be placed on the list only at their request, preferably in writing.
- Section 2. **Removal.** A person's name shall be removed only at his/her request, preferably in writing, or by action of the Executive Committee in consultation with the Advisory Board.

Article 9. Unauthorized Activities

No member shall conduct or promote activities involving the organization's name and/or membership mailing list which has not had prior approval by the Executive Committee.

Article 10. Amendments

The Constitution and By-laws may be amended at any business meeting by a majority vote of the membership present, provided the membership has been sent by way of campus mail written notification of the proposed amendment at least two weeks prior to the date of the meeting.

- A. Upon receiving a written request to amend the Constitution and/or By-laws, the Chairperson shall place it on the agenda of the next feasible business meeting.
- B. A two-thirds majority of those present at the meeting shall be required to pass an amendment.