

MILILANI FIL-AM BAPTIST CHURCH

CONSTITUTION

PREAMBLE

We declare and affirm these principles in the light of the Holy Scripture to govern the body in an orderly manner. These principles will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches. Placing our faith totally in the Lord Jesus Christ for our salvation, believing in the teachings and practices of the Holy Scriptures, namely:

1. The preeminence of Christ as our Divine Lord and Master. (Colossians 1:18)
2. The supreme authority of the Bible and its sufficiency as our only rule of faith and practice. (II Timothy 3:16,17)

ARTICLE I - NAME

This body shall be known as the Mililani Fil-Am Baptist Church using facilities located at 94-293 Anania Drive, Mililani, Hawaii 96789. MFABC is a not-for-profit institution.

ARTICLE II - OBJECTIVES

Our purpose as a local body is as follows:

1. To worship God as a fellowship of believers, in the power of the Holy Spirit, under the lordship of Jesus Christ.
2. To minister to each other and to all the world.
3. To lead the lost to a saving knowledge of Jesus Christ both at home and around the world.
4. To nurture Christian growth through preaching, teaching, and fellowship.

ARTICLE III- STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. This church subscribes to the doctrinal statement of *The Baptist Faith and Message* as adopted by the Southern Baptist Convention in 1963.

ARTICLE IV - RELATIONSHIPS

We are governed by the Lord Jesus Christ, who is the Head of the body, the church, as He shall reveal His leadership to us through the Word of God and the Spirit of God. This church is subject to no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist churches. Insofar as is practical, this church will cooperate with and support the Oahu Baptist Network, the Hawaii Pacific Baptist Convention, and the Southern Baptist Convention.

ARTICLE V - COVENANT

We, the members of the Mililani Fil-Am Baptist Church, Hawaii having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized by immersion in the name of the Father, Son, and Holy Spirit, do now, in the presence of God and this assembly, enter into a covenant with each other, as one body

in Christ. We, therefore, agree, by the help of the Holy Spirit and with the Bible, the inspired Word of God as our guide, to walk together in Christian love; to strive for the advancement of this church; to promote spirituality; to sustain its worship, discipline and doctrine; to observe the church ordinances of believer's baptism and the Lord's Supper as authorized by our local church; to contribute cheerfully and regularly of God's tithes and our offerings to support of the ministry of our church and to the spread of the gospel to all nations. We agree to encourage personal and family devotions; to educate our children according to our faith; to seek the salvation of the unbeliever; to be just in our dealings, reliable in our responsibilities, and an example to those around us; to abstain from the sale and use of alcohol, drugs, and other substances harmful to our bodies, which are the temples of God; to use our influence to combat the abuse of all such harmful substances; to maintain the sanctity of marriage between a man and a woman as prescribed in God's Word; and to work untiringly for the advancement of the kingdom of our Savior by witnessing in words and actions.

We agree to walk in Christian harmony and to watchfulness, giving and receiving assistance with meekness and affection; to pray for one another; to help each other in sickness and sorrow; to be slow to get angry; to always be eager for reconciliation, seeking it without delay. We further agree that, when we move from this area, we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word. If Mililani Fil-Am Baptist Church is dissolved, assets of the church will go to a non profit organization.

ARTICLE VI - AMENDMENTS

Changes in this constitution may be made at any regular business meeting of the church, provided that copies of each amendment have been presented in writing at the previous regular business meeting, that a written copy of the amendment has been published at least two (2) consecutive Sundays which is made as an insert to the Sunday Bulletin prior to being voted on, and that written copies have been made available in the church office to the church membership. Amendments shall be passed by two thirds vote of all members of the church present and voting.

ARTICLE VII - ADOPTION

Section 1 --- This constitution shall be considered adopted and in immediate effect if and when two thirds of the members present and voting at the business meeting at which the vote is taken shall vote in favor of the same. This vote shall be taken not less than 30 days after formal presentation of the constitution to the church.

Section 2 --- This constitution abolishes, supersedes and takes the place of any constitution, rules, and bylaws and amendments that preceded it.

Section 3 --- A copy of this constitution and bylaws shall at all times be kept by the church and another copy shall be kept in the church office. All amendments and revisions shall, after passage by the vote of the church, be prepared by the church secretary and incorporated in the constitution and bylaws and made available to church members on request.

MILILANI FIL-AM BAPTIST CHURCH

BY-LAWS

INTRODUCTION

These by-laws are adopted, ordained and established for our government and plan of worship and service. No by-laws shall be effective that are contrary to the Articles of Incorporation or to the Constitution of this church.

ARTICLE I - MEMBERSHIP

Section 1. Members -- This church is composed of persons who profess a personal faith and believe in the Lord Jesus Christ, have received baptism by immersion according to the New Testament in conformity to the Southern Baptist practice, and follow the Lord Jesus Christ in discipleship.

Section 2. Voting Rights of Members -- Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present and at least 16 years of age. Proxy voting is prohibited.

Section 3. Candidacy -- A person shall be considered a member upon approval of the church membership committee report containing that person's request for membership. Each adult applicant shall be presented with a copy of the Constitution and By – laws and shall be required to read it and give assent to the views and faith and practice adopted by this church. This is to be done prior to the action of the church on his or her membership. No person shall be received into membership without successfully completing the orientation and being voted on by the church members. A person may be received for membership by any of the following ways:

3.1 By profession of faith. A person publicly confessing personal faith in the Lord Jesus Christ and adopting the covenant and the articles of faith and practices held by this church, shall, upon baptism be admitted into the fellowship of the church.

3.2 By statement. Any person who has been baptized upon profession of faith in a Southern Baptist church but who, because of loss of record or similarly unavoidable circumstances, has no regular letter of dismissal, may be received into membership after giving satisfactory evidence of Christian conduct and Scriptural faith. Any person presented for membership who has been baptized by immersion in

Southern Baptist church or from other denominations of like faith and order shall be received by the statement.

3.3 By letter. Any person from another Southern Baptist church or from another denomination of like faith and order may be received into membership upon receipt of a letter of transfer from that respective church.

3.4 By baptism from another denomination. Any person who professes a personal faith and belief in the Lord Jesus Christ and actively follows the Lord Jesus Christ in discipleship but has been baptized by any method other than immersion in another church must be immersed to become a member of this body.

3.5 Restoration. Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him/her, may upon his/her request, be restored to membership upon evidence of his/her repentance and reformation with the approval and recommendation of the Deacons and the Pastor. The Nomination Committee shall counsel such persons and make an appropriate recommendation to the church in accordance with the scriptural principles described in Matthew 18:21-22.

Section 4. New Member Orientation -- New church members will be expected to participate in the church's new member orientation program as developed and implemented by the church staff.

Section 5. Rights of Members -- Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present. Every member of the church is eligible for consideration by the membership as candidates for the elective offices in the church and may participate in the ordinances and different ministries as administered by the church.

Section 6. Termination of Membership -- Membership shall be terminated in the following ways: (6.1) death; (6.2) transfer by letter to another Southern Baptist church of like faith and order; (6.3) acknowledgment when a member has joined a church of another faith and order and requested such action; (6.4) voluntary exclusion - a member may voluntarily relinquish his/her membership in writing if he/she finds something that he/she disagrees with in either the doctrine or practice of the church. (6.5) exclusion by action of this church - a member may be dismissed from the church by the disciplinary action described below:

A. As it is one of the important duties of the Christian church to keep itself pure, it shall be the duty of the Deacons and Pastor to seek to reclaim those members who disregard their covenant obligations.

B. Those not conducting themselves in accordance with God's principles shall be dealt with in accordance with principles on Biblical discipline. The discipline shall be in accordance with the scriptural principles described in Matthew 18:15-17 and Galatians 6: 1.

C. A two-thirds vote of members present and voting shall be required to exclude a member under discipline.

Section 7. Inactive List-- (7.1) The Deacons will be responsible to maintain a list of active and inactive members. Members failing to attend regular church services for a period of three consecutive months will be placed on an inactive roll except for reasons of illness, handicap, job related, or temporarily out of town. Effort to restore activity shall be made before one's name is placed on inactive roll. A name may be restored to active roll by the Deacons when activity is re-established before church action has been made to remove the name from the church roll. (7.2) Those on inactive roll automatically become ineligible to vote, hold office or have a voice in church business until restored to active roll by the Deacons.

ARTICLE II- CHURCH STAFF AND OFFICERS

All church officers and staff, excluding non-elected staff, must be members in good standing of the church.

The officers of this church shall be as follows:

Section 1. Pastor:

1.1 Call:

A. A Pastor shall be chosen and called whenever a vacancy occurs.

B. A Pastor's Selection Committee shall be appointed by the church to seek out a suitable candidate, and this committee's recommendation will serve as a nomination.

C. The Selection Committee will recommend only one candidate at a time.

D. The Pastor's election shall take place at a meeting called for that purpose, of which at least one week's notice shall be given to the members.

E. An affirmative vote of two-thirds of those present is necessary for a choice.

1.2 The qualifications for Pastor shall be those listed in I Timothy 3:1-7.

1.3 His Responsibilities:

A. Shall generally fall into one of the following areas: preaching, teaching, pastoral and administration.

B. He shall lead the church, the organizations and all leaders of the church in performing their tasks in worship, proclamation, education and evangelism.

C. The Pastor shall be an ex-officio advisory member of all church standing committees except the Pastor's Selection Committee.

D. He shall assist the deacons in securing pulpit preachers in times of his absence.

1.4 Terms of Service:

A. The chosen Pastor shall serve until the relationship is terminated by either request or that of the church. In either case, at least sixty (60) days notice shall be given unless otherwise mutually agreed.

B. There shall be a written mutual agreement made between the Pastor and the church.

Section 2. Church Staff: This church shall employ or call staff as it shall need.

2.1 Staff members other than that of the Pastor shall be recommended by the Church Council, or a special committee for their employment.

2.2 A written job description must be made when the need for church staff is determined.

3.1 Number, term of office. There shall be five (5) deacons for the first 100 resident church members and one (1) deacon for each additional fifty (50) or portion thereof. Deacons shall be elected for three-year term of service and a one (1) year optional sabbatical after three years of service.

3.2 Qualifications:

- A. A church deacon must meet the qualifications listed in I Timothy 3:8-13.
- B. A deacon shall demonstrate an exemplary Christian testimony in private, family and public life, a committed tither, supporter and promoter of the church faith and practice. programs and ministries.

3.3 Election:

- A. When a vacancy occurs in the deacon body, the chairman of the Deacons Committee shall announce that an election of a deacon will be held on a named Sunday.
- B. The Church Council will enlist active men to be recommended to the church. The duties, qualifications and importance of the office of deacon be interpreted to the candidates and be reviewed to the church prior to the scheduled election of deacons.

3.4 Ordination

- A. The church shall authorize the Pastor to assemble a council to examine the candidates concerning their fitness to serve as deacons.
- B. The council to examine the deacons shall be composed of the Pastor, ordained ministers and deacons, pastors and deacons of neighboring sister churches.
- C. When the council recommends the ordination of the deacons, then the ordination service shall be scheduled.

3.5 Responsibilities:

- A. Elected deacons shall elect their own chairman.
- B. Serve as a committee of counsel to assist the Pastor concerning the progress and welfare of the church.
- C. Assist the Pastor in ministering to the members by implementing the Deacon Family Ministry.
- D. Seek to solve any fellowship problem of the church.
- E. The deacons shall see to it that the pulpit is supplied in the absence of the Pastor.
- F. Assist the Pastor in administering the church ordinances.
- G. Serve as the church membership committee.

H. In the absence of a Pastor, the Chairman of Deacons shall serve as an advisory member to all organizations, departments and committees. (He shall also give general direction of the church.)

Section 4. Moderator:

4.1 Term is one (1) year with annual election but up to 3 consecutive terms permitted and a one (1) year optional sabbatical after three (3) consecutive terms.

4.2 Qualifications:

- A. Member of Mililani Fil-Am Baptist Church.
- B. Spiritually mature man whose life aligns with the qualities of 1 Timothy 3:8-13.
- C. Working knowledge of Constitution and By-Laws of Mililani Fil-Am Baptist Church and Roberts Rules of Order.

4.3 Responsibilities:

- A. The church moderator may be the Pastor or a lay leader elected to this position.
- B. The moderator shall preside at all regular and called business meetings of the church.
- C. In the absence of the moderator, the chairman of the deacons shall preside over the regular and called business meetings of the church.
- D. In the absence of the moderator and chairman of the deacons, the church clerk shall call the church to order and an acting moderator shall be elected.

Section 5. Church Clerk:

5.1 Term is one (1) year with annual election but up to 3 consecutive terms permitted and one (1) year optional sabbatical after three (3) consecutive terms.

5.2 Qualifications: A member of Mililani Fil-Am Baptist Church.

5.3 Responsibilities:

- A. The church clerk shall be elected and be responsible for keeping accurate record of all business meeting transactions of the church and preparing its annual report to the association.

- B. He/She shall keep a register of the names and addresses of the church members, with dates of admission, dismissal, dedication of children and deaths.
- C. He/She shall issue letters of dismissal voted by the church and write for transfer of membership, preserve on file all valuable papers, communications and written reports of the church and keep an accurate history of the church.
- D. An assistant church clerk may be elected or the clerks' responsibilities shall be delegated to a church secretary if and when the church can afford to hire one.

Section 6. Trustees:

- 6.1 Term is one (1) year with annual election but up to 3 consecutive terms permitted and a one (1) year optional sabbatical after three (3) consecutive terms.
- 6.2 Qualifications: A member of Mililani Fil-Am Baptist Church.
- 6.3 Responsibilities:
 - A. At least three (3) trustees shall be elected by the church to hold in trust the property of the church.
 - B. They shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing each action.
 - C. It shall be the function of the trustees to sign any, and all legal documents involving the sale, mortgage, purchase or lease of church property or any other legal documents requiring the signature of the trustees for and on behalf of the church.

Section 7. Treasurer:

- 7.1 Term is one (1) year with annual election but up to 3 consecutive terms permitted and a one (1) year optional sabbatical after three (3) consecutive terms.
- 7.2 Qualifications: A member of Mililani Fil-Am Baptist Church.
- 7.3 Responsibilities:
 - A. The church treasurer shall be elected to be the custodian of all monies of the church and shall disburse these monies by checks as authorized by the church. There shall be

at least four (4) authorized signers and must be at least two (2) required signatures to sign any check(s) disbursed.

B. He/She shall keep at all times an itemized account of all receipts and disbursements and shall render a monthly and annually written report of this account to the church.

C. The treasurers' report shall be audited annually by the stewardship committee.

Section 8. Financial Secretary:

8.1 Term is one (1) year with annual election but up to 3 consecutive terms permitted and a one (1) year optional sabbatical after three (3) consecutive terms.

8.2 Qualifications: A member of Mililani Fil-Am Baptist Church.

8.3 Responsibilities:

A. The church Financial Secretary shall be elected and be responsible for seeing the offerings to be properly received, counted and deposited in the churches' bank account. In the absence of these officers, these responsibilities will be carried by the stewardship committee.

B. Keeps a confidential record of each individual's giving and such record shall be given to respective donors when requested.

C. He/She shall be responsible for preparing for mailing an annual record of contribution of all donors.

ARTICLE III- CHURCH COUNCIL

A Church Council shall be composed of all elected ministerial staff, the chairperson of the deacons, the directors of all program organizations as indicated in article V, and the chairpersons of all church committees'.

The Pastor shall serve as chairperson of the Church Council. The Church Council serves as the administrative body of the church and shall meet at least on the last Sunday of every other month - February, April, June, August, October and December- to schedule and coordinate the works of the church and to prepare and print a Church Calendar of Activities for all family members before the end of the year.

ARTICLE IV - COMMITTEES

All committee members shall be recommended by the Nominating Committee and elected by the church unless otherwise directed herein. Committee members shall be members of this church and the chairman shall be recommended by the Nominating Committee. There shall be a minimum of three (3) members serving a term of three (3) years with one third of the members' terms expiring each year. The church shall elect members to fill vacancies during the year for the unexpired terms. Each committee may call upon additional resource persons as needed to carry out their responsibilities. The Pastor is an ex-officio member of all committees except as specified herein.

Section I. Nominating Committee:

- 1.1 Term: A one (1) year sabbatical is required between terms for anyone except the Pastor.
- 1.2 Qualification(s): A member of Mililani Fil-Am Baptist Church for at least two (2) years at the time of the quarterly business meeting, and with spiritual maturity in accordance with the scriptural principles described in Romans 12:1-18.
- I.3 Responsibilities:
 - A. To *be* familiar with the Constitution. Statement of Faith. Covenant and By-Laws.
 - B. To review and update the personal aptitudes. Qualifications and experience of all members to provide a reservoir of nominees.
 - C. To meet at least four (4) Sundays prior to the Annual Election or at least three (3) weeks prior to any special election during the year.
 - D. To interview all prospective nominees, advise them on the duties and responsibilities of the offices and obtain their permissions to *be* nominated.
 - E. To keep their deliberations confidential. In the event a person does not receive committee recommendation, the reasons shall remain between the committee and the person involved.

Section 7. Stewardship Committee:

- 2.1 Term: A one (1) year optional sabbatical between term for anyone except the Pastor.

2.2 Members must be the following officers of the church: (A) Treasurer (B) Financial Secretary (C) a Deacon (D) Three or more appointed members. The chairman of this committee must be nominated by the Nominating Committee and approved by the church.

2.3 Responsibilities:

A. This committee shall have the responsibility of assuring that the adopted budget is adhered to.

B. It shall recommend financial policies to the church and shall foster and promote programs of stewardship.

C. In consultation with the Church Council for the new church year. it shall draw up and submit to the church an annual budget during the month of October for the next church Calendar year, and recommend the chairperson of budget promotion annually.

D. The taking of special offerings shall be approved by this committee.

E. This committee shall be responsible for the annual audit of the treasurers' books.

Section 3. Property Committee:

3.1 Size: Five (5) persons.

3.2 Term: A one (I) year optional sabbatical between terms for anyone except the Pastor.

3.3 Selection: Nominated by the Nominating Committee and elected by the church members.

3.4 Responsibilities:

A. This committee shall be responsible in matters to properties administration.

Throughout the year this committee shall give attention to and study the condition and state of repair and appearance of the buildings and grounds of the church and equipment therein, making arrangements for repairs and improvements authorized by the church and included in the church budget.

B. All matters of major repairs or changes or improvements or items of equipment not Included in the budget shall be referred to the Stewardship Committee for fiscal review.

- C. Purchase of equipment shall be through this committee unless another committee is directed specifically to make studies, report to the church and make necessary arrangements as the church decides.

Section 4. Ordinance and Ushering Committee:

- 4.1 Size: Five (5) persons.
- 4.2 Term: A one (1) year optional sabbatical between term for anyone except the Pastor.
- 4.3 Selection: Nominated by the Nominating Committee and elected by the church members.
- 4.4 Responsibilities - Ushering:
 - A. This committee shall enlist a sufficient number of aides to care for the greeting, seating, and comfort of the congregation.
 - B. The usher shall greet the people as they enter and leave the church, seat people at the proper times, provide church bulletin and/or other materials to the worshippers, and be responsible to see that the lights and public address system are ready for the service.
 - C. This committee shall be responsible also in turning off the lights and public address system after the services.
 - D. The ushers will be attentive to the needs of the congregation and the Pastor during the services of the church.
- 4.5 Responsibilities - Ordinance:
 - A. This committee shall make all arrangements for properly observing the ordinance of baptism, including assisting the Pastor and candidates, maintaining the equipment, and clean-up.
 - B. This committee shall also prepare the elements and equipment for the observance of the Lord's Supper and arrange for the equipment and linens to be cleaned and stored after the service.

Section 5. Social Committee:

- 5.1 Size: Four (4) persons.

- 5.2 Term: A one (1) year optional sabbatical between term for anyone except the Pastor.
- 5.3 Selection: Nominated by the Nominating Committee and elected by the church members.
- 5.4 Responsibilities: To look for volunteers for the following ministries and in the absence of volunteers, these committee members will take charge.

- A. Kitchen Ministry: This ministry shall have the general supervision of the supplies, equipment, and use of the church kitchen suggesting to the church rules and regulations as they deem wise. They shall enforce policies necessary to properly maintain the kitchen in a clean, orderly, and acceptable condition.
- B. Decorations Ministry: This ministry shall seek to beautify the church auditorium with suitable decorations, flowers, and plants at all the regular worship services and assist where needed on special occasions. It shall also be responsible for providing flowers for bereaved members according to the policy of the church.
- C. Social and Recreation Ministry: This ministry shall be responsible for all social and recreation activities of the church, formulating policies and supervising the services rendered to the church through the kitchen, and promoting regular church functions to build the fellowship or the church.

Section 6. Nursery Committee (Under WMU Committee):

- 6.1 Nursery Responsibilities:
 - A. Schedule/Notify nursery ministers or substitutes.
 - B. Assist parents to bring babies to nursery during worship.
 - C. Supervise/Evaluate nursery ministry.

Section 7. Other Committees: The church may elect special committees as deemed necessary for such term and with such powers and duties as may be required. These committees shall be elected by the church upon recommendation of the Nominating Committee, unless the church directs otherwise.

ARTICLE V - PROGRAM ORGANIZATIONS

All church program organizations shall be under church control. all officers being elected by the church and reporting regularly to the church. All church organization officers and teachers shall be members of the church.

Section 1. Sunday School:

The Sunday school shall be divided into departments and classes of all ages and conducted under the direction of a director/directress for the study of God's Word. The tasks of the Sunday School shall be to teach the Bible; lead in reaching all prospects for Christ's church, lead all church members to worship, witness, learn, and minister daily; provide and interpret information regarding the work of the church and denomination.

Section 2. Church Training:

The Church Training Program shall serve as the training organization and arm of the church. Its tasks shall be to teach Christian doctrine, ethics, church polity and organization; train leaders for the church and denomination: provide for specialized training for specialized projects of ministry for the church, and to provide organization and leadership for special activities in the church.

Section 3. Missionary Education Ministry / Women's Missionary Union (WMU) / Brotherhood:

There shall be a missionary education ministry with such officers and such forms of organizations to teach missions, lead persons to participate in missions: provide organization and leadership for special mission projects of the church.

Section 4. Music Ministry:

This committee will plan and evaluate the music program of the church, in the formation of choirs in the church, and planning special musical programs of the church. This committee is responsible for recommending persons for the positions of pianist and organist, song leader, and in assisting the Pastor with special numbers in the regular worship services of the church.

Section 5. Youth Ministry:

- 5.1 This committee is responsible for planning and coordinating youth programs and activities inside and outside the church. These activities are to be correlated with the activities of the church program organization in attaining objectives set forth by the church.
- 5.2 An elected representative of the Youth Fellowship shall serve as a member of the Church Council.

ARTICLE VI - ORDINANCES

Section 1. Baptism --- Baptism is a symbolic act of obedience. A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

- A. Baptism shall be by immersion in water.
- B. Baptism may be administered by the Pastor or whomever he shall authorize.
- C. Baptism shall be administered as an act of worship during any worship service.
- D. Baptism shall be as soon as possible after the public confession of faith.

Section 2. The Lord's Supper --- The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

- A. The Lord's Supper shall be observed on the first Sunday of the month.
- B. The Pastor, church staff, and deacons shall be responsible for administration of the Lord's Supper.

ARTICLE VII - CHURCH MEETINGS

Section 1. Worship Services --- The church shall meet regularly each Sunday for preaching, instruction, evangelism and for the worship of Almighty God. These meetings will be open to everyone and shall be conducted under the direction of the Pastor or his representative.

Section 2. Special Services --- All church meetings which are essential to the promotion of the objectives of the church shall be placed on the church calendar, published in the church as bulletin inserts at least one week prior to the meeting being held and announced at the Sunday service prior to the special service being held

Section 3. Regular Business Meetings -- Regular business meetings shall be held on the first

Sunday of every three month - January, April, July, and October.. Matters of significant nature must be publicized as in section 4.

Section 4. Special Business Meetings --- A specially called business meeting may be held to consider matters of a significant nature. Notice of the subject, date, time and location must be published in the church bulletin inserts for the specially called business meeting at least one week before the meeting and announced at the Sunday service prior to the special business meeting.

Section 5. Quorum -- A quorum must be present to conduct any business meeting. At least 50% of resident members shall constitute a quorum.

Section 6. Parliamentary Rules --- The current edition of *Robert's Rules of Order* shall be the authority for parliamentary rules of procedure for all business meetings of the church. Upon the request of any church member, the Moderator shall appoint a parliamentarian whose responsibility will be to assure compliance with *Robert's Rules of Order*, the constitution., and the by-laws.

ARTICLE VIII - AMENDMENTS

Changes in these bylaws shall be made at any regular business meeting of the church, provided each amendment shall have been presented in writing at the previous regular business meeting, that a written copy of the amendment has been published at least twice in the weekly church bulletin inserts prior to being voted on, and that written copies of the proposed amendment be furnished each member present. Amendments to these bylaws shall be ratified by two-thirds vote of all members of the church present and voting.

ARTICLE IX - ADOPTION

These bylaws shall be considered adopted and in immediate effect when two thirds of the members present and voting at the business meeting at which the vote is taken shall vote in favor of the same. This vote shall take place not less than 21 days after formal presentation of the bylaws to the church.

As adopted during the business meeting of
Mililani Baptist Church
May 16, 2021

