

Arlington Assembly  
Proposed Amendment of Governance Documents  
February 2026

In compliance with Washington State law, Federal law, and IRS code, and in response to guidance from the General Council of the Assemblies of God and the Northwest Ministry Network of the Assemblies of God, it is a matter of best practice to periodically review and update the governance documents that establish and guide the church corporation. Our Board began a process in August 2025 that has resulted in the attached recommendation.

Due to the nature and extent of the recommendations, the Board is proposing **amendment by replacement** of the governance documents (Articles of Incorporation and Bylaws).

The recommendation does not change the corporate structure or significantly change the operation of our church. The Board's intent in this recommendation is to align our governance documents with current State law, IRS code, and Assemblies of God practice. Furthermore, the recommendation clarifies the essential operating principles of the corporation and enables the ongoing success of our Church.

The proposed documents are based on recommended documents from the Northwest Ministry Network of the Assemblies of God. These documents have been vetted by various experts and reviewed by legal counsel; they also align with the governance documents of the General Council of the Assemblies of God.

Areas of significant change or clarification include:

1. Discontinuing a Constitution  
While it was common in past decades for churches to have a *Constitution*, it is now best practice to limit the governance documents to just two documents: Articles of Incorporation (filed with the State) and Bylaws. A Constitution is often duplicated in the other two; in cases where there was no redundancy, the items were included in the proposed Bylaws.
2. Emergency powers and procedures  
The global pandemic exposed weaknesses in governance documents for many churches. The proposed documents provide for the ability to function in such circumstances, including the ability to conduct business without in-person meetings, using, for example, conference calls and such.
3. Statement of Faith. Rather than duplicating the details of Assemblies of God doctrine (16 Fundamental Truths), the proposed document simply adopts the General Council's statement of faith. This results in a more efficient document and simplifies the process should the Assemblies of God make any modifications in the future.

**4. Roles and Responsibilities**

The proposed documents seek to clarify our key, corporate leadership roles including the Board, Officers, and Pastor. This includes designating the officers required by State law.

**5. Quorum**

It is best practice for churches that have reached our size to do away with a minimum number of voting members required to establish a quorum, relying, rather, on those present at a regular or special meeting that has met all the notice requirements.

**6. Composition of the Board**

The proposal provides for a range in regard to the number of Board members, with the minimum being the four officers, and the maximum being seven Deacons plus the Pastor. While there is no immediate plan to move from the current number (5 Deacons plus the Pastor), the proposal allows for a change should the need and opportunity arise.

**7. Indemnification**

The proposed documents provide for indemnification of officers.

**8. Records**

The proposed documents provide for a statement regarding records as required by law.

**9. Dissolution**

The dissolution language was clarified so as to maintain the autonomy of our Church.

So as to provide for complete transparency, our current documents (proposed to be amended by replacement) are attached.

Members are encouraged to thoroughly review the proposed documents prior to our annual meeting (February 22, 2026). Any questions or clarifications should be directed to Pastor Sam.

WHEREAS, recommended best practices for churches such as Arlington Assembly require regular review of governance documents, and

WHEREAS, Article VII the Bylaws provides that the governance documents may be amended by the affirmative vote of 60% of the voting membership at any duly called business meeting for that purpose with appropriate notification of said meeting and publication of proposed amendments, and

WHEREAS, the Board of Directors has undertaken an extensive such review and found the need to make substantive required changes to the Articles of Incorporation and Bylaws The Assembly of God, Arlington, Washington, and

WHEREAS, required notification and publication has taken place, Therefore be it

RESOLVED, that Board of Directors recommend that the membership of The Assembly of God, Arlington, Washington, replace in its entirety the current governance documents, including the Articles of Incorporation, Constitution, and Bylaws of the Church with the proposed Revised Bylaws and Articles of Incorporation of The Assembly of God, Arlington, Washington by the prescribed vote of the membership at a duly called business meeting of the membership. And be it further

RESOLVED, that the Church Secretary hereby be authorized and directed, in the name and on behalf of the Church, to immediately upon approval by the membership of The Assembly of God, Arlington, Washington, to execute the Revised Bylaws and Articles of Incorporation and to maintain an executed copy with the corporate records of the Church and for publication as needed to the membership.

Resolution passed by a vote of \_\_\_\_\_ on

\_\_\_\_\_.

(%)

(date)

**RESTATED ARTICLES OF INCORPORATION**  
**of**  
**Assembly of God, Arlington Washington**

Pursuant to the provisions of RCW 24.03A of the Washington Non-profit Corporation Act, the undersigned adopts the following Restated Articles of Incorporation. By these articles, all previous Articles of Incorporation and/or subsequent amendments of Assembly of God, Arlington Washington, a Washington nonprofit organization shall be repealed and replaced.

**ARTICLE I: Name**

The corporate name shall be known as The Assembly of God, Arlington, Washington.

**ARTICLE II: Duration**

The period of duration of the corporation shall be perpetual.

**ARTICLE III: Purpose**

The corporation is organized to be a church as referenced in the New Testament Scriptures committed to the Gospel of Jesus Christ. This church exists exclusively for educational, charitable, and religious purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any further United States Internal Revenue law. Consistent with and subject to its qualification under Section 501(c)(3), the corporation is organized to do any lawful activity permitted under the laws of the State of Washington.

**ARTICLE IV: Affiliation**

This church recognizes that it is a mutually supporting member church of The Northwest Ministry Network, with headquarters at Snoqualmie, Washington, affiliated with The General Council of the Assemblies of God with headquarters at Springfield, Missouri, and agrees as a condition of membership to abide by the Constitution and/or Bylaws of each organization. This church further declares itself to be in full cooperative fellowship with all other churches that are affiliated with the Northwest Ministry Network or the General Council and to share in the privileges and assume the responsibilities enjoined by this relationship.

**ARTICLE V: Powers**

The corporation shall have all powers granted by law necessary and proper to carry out its above-stated purposes, consistent with its qualification under Section 501(c)(3).

No part of the net earnings of the corporation shall inure to the benefit of any private shareholder or individual.

No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation (except as otherwise provided in Section 501(h) of the Code).

The corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office, all within the meaning of Section 501(c)(3) of the Code.

## ARTICLE VI: Governing Documents

Provisions for the regulation of the internal affairs of the corporation shall be set forth in the Bylaws.

## ARTICLE VII: Voting Membership

The corporation shall have voting members.

## ARTICLE VIII: Directors & Officers

The number of Directors (Directors & Officers) constituting the Board of Directors shall be as specified in the Bylaws.

## ARTICLE IX: Director & Officer Liability

To the full extent that Washington law, as it exists on the date hereof or may hereafter be amended, permits the limitation or elimination of the liability of directors, a director of this corporation shall not be liable to this corporation for monetary damages for conduct as a director except for (1) acts or omissions of such Director, officer, employee, or agent finally adjudged to be intentional misconduct or a knowing violation of law; (2) any transaction with respect to which it was finally adjudged that such Director, officer, employee, or agent personally received a benefit in money, property, or services to which such person was not legally entitled. Any amendments to or repeal of this Article IX shall not adversely affect any right or protection of a director of this corporation for or with respect to acts or omissions of such director occurring prior to such amendment or repeal.

## ARTICLE X: Indemnification

The corporation has the power to indemnify (including the power to advance expenses to) its Directors, officers, employees, and agents made a party to a proceeding, Provided, however, that no such indemnity shall indemnify any such Director, officer, employee or agent from or on account of: (1) acts or omissions of such Director, officer, employee, or agent finally adjudged to be intentional misconduct or a knowing violation of law; (2) any transaction with respect to which it was finally adjudged that such Director, officer, employee, or agent personally received a benefit in money, property, or services to which such person was not legally entitled.

## ARTICLE XI: Amendments

Amendments to these Articles of Incorporation may be made at any annual or special meeting of the members having voting rights, and must be made in the following manner:

At any duly called board meeting, the board of directors shall adopt a resolution setting forth the proposed amendment(s) and directing that it be submitted to a vote at a duly called meeting of the members having voting rights, which may be either an annual or a special meeting. Notice in the form of a record setting forth the proposed amendment or a summary of the changes to be effected thereby shall be given to each member entitled to vote at such meeting. The proposed

amendment shall be adopted upon receiving at least two-thirds of the votes from the members present at such meeting or represented by proxy are entitled to cast. Any number of amendments may be submitted and voted upon at any one meeting. See RCW 24.03A.640 et seq.

#### ARTICLE XII: Dissolution

In the event that this corporation is dissolved for any reason, its assets shall be distributed to an organization or organizations qualified at such time for exemption as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or a successor statute.

Restated Articles of Incorporation for The Assembly of God, Arlington, Washington

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2026

By:

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Reverend Samuel Spano, Pastor

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Eric Peters, Secretary

# **BYLAWS FOR The Assembly of God, Arlington, Washington**

## **ARTICLE I. NAME**

The name of this corporation (hereinafter referred to as "Church," "this Church" or "the Church") is The Assembly of God, of the City of Arlington, County of Snohomish, State of Washington.

## **ARTICLE II. PURPOSE AND PREROGATIVES**

The purpose of this Church shall be to:

- a. Encourage and promote the evangelization of the world.
- b. Go and make disciples.
- c. Equip the saints for works of service.
- d. Establish and maintain the worship of God.
- e. Provide a basis of fellowship among fellow believers.
- f. Encourage and promote the spiritual growth and discipleship of believers.
- g. To serve the needs of the local community as feasible in any Biblically aligned manner and respond to human need with ministries of service and compassion.
- h. Own, hold in trust, use, sell, convey, mortgage, lease, or otherwise acquire or dispose of such property (real or chattel) as may be needed for accomplishing the mission of the Church.

## **ARTICLE III. AFFILIATION AND RELATIONSHIP**

This Church recognizes that it is a mutually supporting member Church of The Northwest Ministry Network, with headquarters at Snoqualmie, Washington, affiliated with The General Council of the Assemblies of God with headquarters at Springfield, Missouri, and agrees as a condition of membership to abide by the Bylaws of each organization. This Church further declares itself to be in full cooperative fellowship with all other Churches that are affiliated with the Northwest Ministry Network or the General Council and to share in the privileges and assume the responsibilities enjoined by this relationship.

In furtherance of the above relationship, this Church agrees to:

1. Cooperate by every possible means in the extension of God's work and Kingdom throughout the world.
2. Support the missionary program agreed upon by the Northwest Ministry Network and the General Council.
3. Share in support of the Northwest Ministry Network and the General Council.
4. Invite the counsel of the Northwest Ministry Network officers in the event of Church difficulty or when changing pastors.
5. Recognize that members are expected to resolve disputes with other members or Church leadership in a Biblical manner, rather than in civil courts (1 Corinthians 6:1-11).
6. Recognize that the Northwest Ministry Network or the General Council shall have the right and authority to: (a) approve scriptural doctrine and conduct, (b) disapprove unscriptural doctrine and conduct, as stated in the General Council Constitution and Bylaws or Northwest Ministry Network Bylaws; and (c) withdraw its certificate of membership if deemed necessary.

## **ARTICLE IV. PRINCIPLES FOR FELLOWSHIP**

This Church shall, as nearly as possible, represent the body of Christ as described in the New Testament, recognizing the principles inherent in that body as also inherent in this fellowship, particularly the principles of unity, fellowship, cooperation, and equality.

## **ARTICLE V. TENETS OF FAITH**

This Church adopts and accepts the General Council of the Assemblies of God Statement of Fundamental Truths. This statement is intended simply as a basis of fellowship among us (i.e., that we all speak the same thing, 1 Corinthians 1:10; and Acts 2:42). The phraseology employed in this statement is not inspired nor contended for, but the truth set forth is held to be essential to a full-gospel ministry. No claim is made that it contains all Biblical truth—only that it covers our need regarding basic Biblical doctrines.

## **ARTICLE VI. MEETINGS**

### **Section 1. Order of Business and Agenda:**

In order to expedite the work of the Church business meetings and the Official Board meetings and to avoid confusion in deliberations, all meetings shall be governed by the accepted rules of parliamentary procedure in keeping with the spirit of Christian love and fellowship under the guidance of the Holy Spirit. The parliamentary authority shall be *Robert's Rules of Order, (any current edition)*, and it shall apply when it is not inconsistent with the Bylaws or any special

rules of order that this Church may adopt in the future. The agenda for all Church business or Board meetings is generally determined by business that needs to be conducted as determined and set by the Pastor (President) or the Pastor's designated representative.

### **Section 2. Meeting Attendance:**

It is generally expected that all official business meetings of any type for this Church shall be conducted in person and in accordance with standards set forth in these Bylaws. However, there may be times when necessity requires remote attendance at meetings, and such may be held by mutual consent of the Board as circumstances require. Such meetings, with voting by those qualified to vote, may be conducted in person or by conference call, video, or other electronic means, within the parameters of Washington State nonprofit corporate law.

### **Section 3. Membership Meetings:**

- a. Annual: The annual meeting of the members of this corporation shall be held no later than the 31st day of March, in each year. Notice of said meeting shall be provided in printed or electronic format and made available to the voting membership not less than ten (10) nor more than fifty (50) days before the date of said annual meeting.
- b. Special: Special meetings of the members of this corporation may be called from time to time at the discretion of the Pastor, the Board of Directors, or by petition listing thirty percent (30%) of the active voting members of this Church. Notice of all special meetings shall be given by the Secretary (officer on the Board of Directors) and shall state the purpose or purposes for which the meeting is to be called. Notice of said meeting shall be provided in printed or electronic format and made available to the voting membership not less than ten (10) nor more than fifty (50) days before the date of said business meeting. No other business shall be considered at any special meeting other than that described in said notice.
- c. Voting Rights: Each voting member present at a duly called regular or special business meeting in which a quorum is present (in person or through remote means) shall be entitled to one vote. Voting by proxy or absentee ballot shall not be allowed. Voting members shall have the right to vote on items specified in these Bylaws, the Articles of Incorporation, or matters referred to them by the Official Board of Directors.
- d. Quorum: A quorum shall consist of all members present and voting at any duly called meeting.
- e. Adoption: The vote of a majority of those votes entitled to be cast by the members present as stated in item c. above shall be necessary for adoption of any matter voted upon by the members unless a greater proportion is required by laws, the Articles of Incorporation, or the Bylaws.

### **Section 4. Board of Directors**

- a. Regular: The Official Board of this corporation shall hold regular monthly meetings (exceptions shall be mutually agreed upon by a majority of the members) and such special meetings as they shall deem necessary for the competent management of the affairs of the corporation.
- b. Special: Special meetings may be called as needed by the Pastor or a majority of the Deacons, providing at least one day's notice to all Deacons. This period may be shortened by mutual consent. Meetings may be conducted in person or by conference call or other

electronic means, within the parameters of Washington State non-profit corporate law. Neither the business to be transacted at, nor the purpose of, any special meeting need be specified.

- c. **Quorum**: One-half of the members of the Official Board shall constitute a quorum.
- d. **Voting**: Any action taken by the Official Board requires a majority vote of all members unless stated otherwise in the Articles of Incorporation or Bylaws.
- e. **Notice and Consent**: The Board of Directors shall not meet without the Pastor unless with the Pastor's consent. The Pastor shall preside at all meetings unless the Pastor appoints one of the other corporate officers or a staff Pastor to act on the Pastor's behalf.

## **ARTICLE VII. MEMBERSHIP**

Membership in this Church shall be open to all those who give evidence of their faith in the Lord Jesus Christ and who voluntarily subscribe to its tenets of faith and agree to be governed by its Bylaws as herein set forth.

### **Section 1. Active Voting Members:**

All persons who qualify for membership as noted above and whose names appear on the Membership Roll of the Church shall constitute the legal voting membership of the Church, providing they are living and eighteen (18) years of age or over, who are maintaining a consistent Christian testimony, who are in agreement with our statement of faith, and who regularly attend and financially support the Church. Active voting members also have the responsibility to fulfill those items spelled out in this Article as requirements for maintaining active membership and any other requirements as noted in these Bylaws or stated in official membership materials and covenants as may be approved and implemented by the Official Board. All pastoral staff and their spouses automatically receive voting member status.

### **Section 2. Membership Process:**

Those seeking membership in this Church shall make application by filling out an application for membership to be reviewed by the Pastor or a designated pastoral staff member, and approved by the Board of Directors. All details of such membership processes shall be part of the Church policy, process, or operational manual, as approved by the Official Board.

### **Section 3. Review of Membership:**

To keep the active Membership Roster current, review shall be made during the sixty (60) days prior to the annual business meeting. The Pastor and the Board of Directors shall be authorized to revise the membership roll of the Church annually, and to remove from the list of active members all names of those who have died during the year, together with the names of those who may have been removed from membership as noted in the preceding provisions.

### **Section 4. Inactive Status, Expulsion or Loss of Membership**

Members who shall, without good cause, absent themselves from the services of this Church for three (3) consecutive months or more, or who may be out of harmony with its teachings, or who

shall be under charges of misconduct, or who may have fallen away from the faith, shall by implementation of the Pastor and Board, and by action so stated in the minutes, be automatically placed on inactive membership status (in other words, become a non-voting member) and shall lose any legal standing associated with membership until such time as the affected member's case has become final either by the members own inaction, or if a review is initiated (by the member), after the case has been fully reviewed by the official Board. Examples of the above reasons for being placed on inactive status include, but are not limited, to the following: (1) departure from the tenets of faith as delineated in Article V, (2) living a sinful life and refusing to change (2 Thessalonians 3:6,10, Galatians 5:19-21, and Ephesians 5:3-7), and (3) engaging in the disruption of fellowship by sowing discord among the brethren; showing a non-cooperative attitude, persisting in gossip; or creating trouble in general (James 2:2-12, Proverbs 6:19, and Romans 2:1, 3).

- a. **Notice of Inactive Status:** Notice of inactive status and the reasons therefore shall be sent via certified mail to the affected member's last known address as noted in the Church files. It shall be each member's responsibility to keep the Church Secretary notified of the current address. Receipt of said notice shall be presumed on the third (3<sup>rd</sup>) day following the letter being posted.
- b. **Review:** Membership in this Church is an ecclesiastical matter and is subject to the Biblical mandates reflected in this document. An individual placed on inactive status or removed from membership may ask for a review and may be granted the opportunity to further explain (within 7 days of notification) their reasons for inactivity or any other reason given by the Board of Directors for inactive status or removal from the membership roster. Such information shall be reviewed by the Board of Directors to render their decision in the matter, and such decision shall be final, without the right of appeal. The affected member has no right to legal action or the presence of an attorney during any review of membership.
- c. **Removal:** If reinstatement is not granted, the affected person shall immediately be removed from membership in this Church and have no further right to appeal or redress in this Church, the civil courts, or elsewhere.

## **ARTICLE VIII. CORPORATE MANAGEMENT**

### **Section 1. Leadership Team**

The Leadership Team of this Church consists of the Pastor, Pastoral Staff, Board of Directors, and leaders from other ministry teams as may be implemented and active. The Leadership Team, under the direction of the Pastor, shall establish and keep current the purposes, core values, vision, and mission of the Church. The Board of Directors may establish Organizational, Operational, or Policy Manuals as needed to provide guidance to the Leadership Team in establishing processes for accomplishing the mission of the Church.

### **Section 2. Board of Directors**

This Church shall be governed by one Board of Directors which shall be known as the Official Board.

- a. Composition: The Official Board shall consist of at minimum the Officers, with a maximum of 7, not including the President.
- b. Qualifications: Members of the Board, hereby known as Deacons, shall be persons of mature Christian experience and knowledge, who shall be expected to meet the requirements as set forth in 1 Timothy 3 and Acts 6. Deacons shall be at least 21 years old, and except for the Pastor, have been voting members of this Church at least 1 year (12) months. Directors and Officers are expected to adhere to Biblical standards of leadership. They are also expected to believe in and consistently practice tithing to the local Church.
- c. Nominations: A nominating committee of no less than three persons and no more than five shall be appointed by the Board and chaired by the Pastor. The nominating committee shall present to the active voting members one (1) or more name(s) for any vacant Deacon position to be placed on the ballot at any annual or special meeting called for this purpose. Nominations shall not be permitted from the floor, and write-in votes will not be considered.
- d. Election and Terms of Office: The person(s) thus nominated must receive a simple majority of votes cast for each vacant office to constitute election. Deacons shall serve for a period of three (3) years and shall be chosen by the voting members of this Church in such a manner that the terms of at least one (1) member shall be elected each year. A Deacon shall serve no more than two consecutive terms followed by a required minimum one year period prior to re-election to the Board.
- e. Duties:
  - (1) The internal business affairs of this corporation shall be managed by its Board of Directors (hereinafter known as the Official Board). Individual directors, except for the Pastor, shall be referred to as Deacons.
  - (2) The Official Board shall be authorized to transact business for this Church between annual membership meetings, except in those matters which by their very nature affect the entire Church. Matters which by their very nature affect the entire Church include, but are not limited to, those circumstances or transactions listed in Article XI. of these Bylaws.
  - (3) The Official Board shall be specifically responsible for overseeing the business activities of this corporation, including but not limited to the entering into of contracts, owning, holding in trust, using, selling, conveying, mortgaging, leasing, or otherwise acquiring or disposing of such property (both real and chattel) as may be needed for the prosecution of its work and consistent with Article XI. of these Bylaws. They shall serve as trustees of the corporation and be responsible for maintenance of Church buildings, real property and equipment.
  - (4) The Official Board shall act in an advisory capacity with the Pastor in all matters pertaining to the Church in its spiritual life. They may assist the Pastor in ministry as needed or requested and as their own gifts and abilities allow. They may set policies and determine the means to facilitate ministry and fulfill the Church's mission, vision, purposes and values.

- (5) The Official Board shall consider applications for Church membership and make decisions with respect to receiving applicants into Church membership.
- (6) The Official Board is authorized to appoint such teams or committees as may be necessary for the accomplishing the mission of the Church. All teams or committees so appointed shall be amenable to and work under the supervision of the Official Board or Pastor.
- (7) To facilitate the ministry and mission of the Church, the Official Board may establish such Organizational, Operational, or Policy Manuals as may be necessary, and may amend or edit such manuals at their discretion.
- f. Vacancy: In the event a vacancy occurs on the Official Board, they shall be authorized to appoint a successor to fill the unexpired term, or a term that ends at the next annual or special business meeting, unless such vacancy occurs within 30 days of the next annual or special business meeting of the voting members of the Church.
- g. Removal: With the exception of the Pastor, any member of the Official Board (including Officers) may be removed with or without cause after prayerful deliberation by a two-thirds vote of those members of the Board constituting a quorum at any meeting of the Official Board. Any director so removed shall have no right to appeal and a person may be appointed to replace the removed director as outlined in Bylaws Article VIII, Section 2, paragraph f. Vacancy above.

### **Section 3. Officers**

- a. Officers of this corporation shall consist of a President (Pastor), a Vice President, a Secretary, and a Treasurer.
- b. All officers shall be members of the Board of Directors.

### **Section 4. Duties of the Pastor/Corporate President**

- a. The Pastor shall be the President of this corporation and shall act as chair of all the business meetings of the Church and of the Board of Directors.
- b. The Pastor is, by virtue of office, a member of all committees and departments.
- c. The Pastor shall be authorized to perform any functions that may be customary for the offices that the Pastor holds or as may be directed by the Church or the Board of Directors.
- d. The Pastor shall be considered as the spiritual overseer of the Church, provide vision, and shall facilitate the mission of the Church. The Pastor shall not be amenable to the Board of Directors in these matters, although the Pastor is amenable to the Northwest Ministry Network and the General Council of the Assemblies of God. The Pastor shall, however, listen to advice given from the Board of Directors, relying on the Holy Spirit for guidance. In cases where there appears to be a conflict between the Board and Pastor, either the Board of Directors or Pastor may appeal to the Northwest Ministry Network for counsel, mediation, or intervention as specified in the current Northwest Ministry Network Bylaws.

- e. The Pastor shall provide for all the services of the Church and shall give oversight to all events. No person shall be invited to speak or preach in the Church without the Pastor's approval.

## **Section 5. The Pastor**

- a. **Qualifications:** The pastoral candidate shall be a credentialed minister currently in good standing with the General Council of the Assemblies of God and shall comply with the scriptural and Assemblies of God standards for the ministry (1Timothy 3:2-7, Titus 1:6-9, and 1Peter 5: 2,3).
- b. **Election:** Following an affirmative vote of the pastoral selection committee to offer an official call to one candidate for the office of Pastor, a special business meeting shall be called for the purpose of a vote by the membership on said pastoral candidate. A two-thirds' (2/3) vote shall be required for an election.
- c. **Term of Office:** The tenure of office for the Pastor shall be indefinite in duration, with annual review and conversation regarding the Pastor's call between the Pastor and Board.
- d. **Vacancy:** In the event of a vacancy in the pastorate, a Pastor shall be selected in the following manner:
  - (1) The Board of Directors shall immediately contact the Northwest Ministry Network (NW District Council) for counsel and recommendations as to appropriate procedures and potential candidates. A Pastoral Search Committee may be selected to conduct the pastoral search, or the Board of Directors may function in this capacity at their discretion.
  - (2) Candidates who are not credentialed with the General Council of the Assemblies of God are unqualified and should not be given consideration by the pastoral search committee. Any exception must be cleared with the NWMN Executive Officers with a reasonable assurance that the person will qualify for credentials and go through the process for receiving such.
  - (3) One candidate shall be selected from those considered by at least a majority vote of the pastoral search committee or Board of Directors and asked to present their ministry to the congregation.
  - (4) Said candidate shall be elected as noted in 5. b. of this Article.
- e. **Resignation:** Resignations shall be submitted in writing to the Board, addressed to the corporate Secretary. The letter of resignation should stipulate an intended effective date. The Board of Directors should take official action to receive and accept a letter of resignation, and in so doing should also confirm the effective date, along with any regrets, severance, compensation, details, or duties up to or beyond the effective date.

f. Removal:

- (1) Cause: Pastors may be removed only for cause - cause being defined as a failure to maintain the qualifications for office (See section 5.a.), unscriptural conduct (moral or ethical failure), or departure from the tenets of faith held by this Church.
- (2) Investigation: In the event charges based on grounds for cause are preferred against the Pastor, a preliminary investigation shall be conducted by the Board. If the preliminary investigation indicates possible violations of doctrinal, sexual, moral, or ethical standards for an Assemblies of God minister, the Board shall immediately notify the Northwest Ministry Network Executive Officers who shall conduct an investigation and determine if the Pastor is able to continue in office or face disciplinary charges and notify the Board of Directors of such action in either case.
- (3) Notice: If there does not appear to be immediate cause to contact the NWMN as per (2) above, the Board of Directors shall determine the facts as best they can, recording the same. If allegations supporting the complaint are determined groundless, it shall be dismissed with prejudice. No further action will be taken, and if a member is the source of the complaint, said member shall have no further right of redress in either the civil courts or elsewhere. In the event that facts supporting the complaint have some merit, the Board of Directors shall consult with the Northwest Ministry Network for counsel, mediation, or intervention. A preliminary hearing shall then be conducted before the Board of Directors with a designated representative from the Northwest Ministry Network presiding as chairperson. If the preliminary hearing reveals substantive issues, and such issues could affect the minister's credentials, it becomes the responsibility of the Northwest Ministry Network to further investigate, discipline, or resolve. Notice of the outcome of said investigation shall be made to the Official Board and may be conveyed to the Church if circumstances so warrant, at the Northwest Ministry Network Executive Officers' discretion.
- (4) Dismissal: If the matters affecting the Pastor's ability to lead are not based upon moral or ethical charges, but leadership or philosophical issues, the Board of Directors may ask for the Pastor's resignation following a two-thirds' (2/3) majority vote of no confidence from the Board of Directors, following consultation with the Northwest Ministry Network. In the event the Pastor does not resign as requested, and if there is no other apparent solution, the matter shall be referred to a hearing within fourteen (14) days before the active voting members of this Church. Said meeting shall be chaired by a representative from the Northwest Ministry Network. A two-thirds' vote of all active members, present and voting, shall be required to dismiss a Pastor and sustain the action of the Board.

## **Section 6. Staff Pastors**

- a. Qualifications: Qualifications are the same as those required of the Pastor listed in Article VIII., Section 5 a., of these Bylaws.
- b. Selection: All staff Pastors shall be chosen by the Pastor.
- c. Removal: Any ministerial Pastor may be removed by the Pastor at will.

d. Resignation: The resignation of staff Pastor shall be governed in the same manner as that listed in Article VIII., Section 5. e., of these Bylaws governing resignation of the Pastor.

## **Section 7. The Vice President**

a. Election: The Vice President of the Corporation shall be selected annually from among the members of the Board of Directors during the first Board Meeting following the Annual Business Meeting. The term of office shall be for one year.

b. Duties:

(1) The Vice President, subject to this or any other provisions in these Bylaws, and any other corporate officer shall act in all business matters pertaining to the corporation and business affairs of the Church in the absence of the President.

(2) The Vice President shall never act as the spiritual leader of this Church even in the President's absence.

(3) The Vice President shall perform any other functions as may be customary or as may be directed by the Church or the Board of Directors.

c. Removal: The Vice President may be removed from office pursuant to the process delineated in Article VIII., Section 2. g., of these Bylaws.

## **Section 8. The Corporate Secretary**

a. Election: The manner in which the Corporate Secretary is elected and the term of office shall be as delineated in Article VIII., Section 7. a. above, of these Bylaws.

b. Duties:

(1) The Corporate Secretary's duties shall include keeping a true and accurate record of all business meetings of the Church and the Board of Directors. The Corporate Secretary may personally fulfill the duties or delegate as agreed to by the Board of Directors.

(2) The Corporate Secretary shall be custodian of all legal documents and shall be authorized to sign all official and legal documents, to conduct Church correspondence where required, and to perform any other functions as are customary or as may be directed by the Church or Board of Directors.

c. Removal: The Secretary may be removed from office pursuant to the process delineated in Article VIII., Section 2 g. of these Bylaws.

## **Section 9. The Treasurer**

a. Election: The manner in which the Treasurer is elected and the term of office shall be as delineated in Article VIII., Section 7. a. above, of these Bylaws.

b. Duties:

- (1) The Treasurer's duties shall include being the overseer and custodian of all Church funds which shall be deposited into accounts as designated by the Official Board.
- (2) The Treasurer shall be authorized to sign checks or other legal monetary documents and make disposition of funds as may be required for the accurate conduct of Church business under the supervision of the Board of Directors and consistent with this or any other provision of these Bylaws.
- (3) The Treasurer shall give a financial report to the Board of Directors at its monthly meeting and to the Church at its annual meeting.
- (4) The Treasurer shall perform any other functions that may be customary or as may be directed by the Church or the Board of Directors.
- (5) All the clerical duties of the Treasurer may be delegated to others following consultation and consensus by the Board of Directors.

c. Removal: The Treasurer may be removed from office pursuant to the process delineated in Article VIII., Section 2. g., of these Bylaws.

## **ARTICLE IX. DEPARTMENTS, TEAMS, AND COMMITTEES**

The Official Board shall appoint such departments, teams, and committees as is necessary to accomplish the mission of the Church and manage its affairs. All such entities shall operate under the supervision of and be amenable to the Official Board. Additional guidance may be provided in Organizational, Operational, or Policy Manuals at the discretion of and with the oversight of the Official Board.

## **ARTICLE X. COMPENSATION/REMUNERATION**

The Pastor and other persons who are supported in whole or part by this Church shall have such compensation reviewed by the Official Board at least thirty (30) days prior to the commencement of this Church's fiscal year.

## **ARTICLE XI. PROPERTY AND CONTRACTS**

All property, real or chattel, shall be held in the name of this corporation.

Section 1. Real Property: No real property of this Church shall be purchased, sold, leased, mortgaged (does not apply to re-financing an existing mortgage or extension of lines of credit), or otherwise alienated without same having been authorized by a least a two-thirds' vote of those active voting members present and voting at any annual or special meeting called for such purpose except those real property transactions amounting to \$250,000 or less.

Section 2. Personal Property: The Board of Directors shall have authority for all purchases and sale of personal property on behalf of the Church in amounts up to \$250,000. For situations involving larger transactions, authorization shall be by at least a two-thirds' (2/3) vote of those active voting members present at any annual or special meeting called for such purpose.

Section 3. Contracts: The Official Board of Directors shall have authority to negotiate and sign all contracts on behalf of this Church and may authorize the President or other Directors or Officers to do so in writing.

## **ARTICLE XII. DISSOLUTION**

In the event that this corporation is dissolved for any reason, its assets shall be distributed to an organization or organizations qualified at such time for exemption as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or a successor statute.

## **ARTICLE XIII. RECORDS**

The Church shall, pursuant to the provisions of RCW 24.03A.210 (Washington State) maintain an open records policy for members. However, members' right to access such records shall not include records containing personal information of a private nature about any specific individual. Such limitations include, but may not be limited to, minutes, ministerial, credential and personnel files, disciplinary records, individual giving, or compensation records.

## **ARTICLE XIV. INDEMNIFICATION**

The corporation has the power to indemnify (including the power to advance expenses to) its Directors, officers, employees, and agents made a party to a proceeding, as defined in the Washington Business Corporation Act, without regard to the limitations in RCW 23B.08.510 through 23B.08.550; provided, however, that no such indemnity shall indemnify any such Director, officer, employee, or agent from or on account of: (1) acts or omissions of such Director, officer, employee, or agent finally adjudged to be intentional misconduct or a knowing violation of law; (2) conduct of the Director, officer, employee, or agent finally adjudged to be in violation of RCW 23B.08.310; or (3) any transaction with respect to which it was finally adjudged that such Director, officer, employee, or agent personally received a benefit in money, property, or services to which such person was not legally entitled.

## **ARTICLE XV. EMERGENCY POWERS**

### **Section 1. Definition**

The members of this Church recognize that times of national or local emergency may occur, making it impossible to fulfill all of the requirements of these Bylaws or the Church Articles of Incorporation. Times of National, State, or Local Emergency may be called by the President of the United States, or the Governor of Washington, or the local regional, county, or city government due to natural disaster (earthquake, tidal wave, volcano, flood, storm, etc.), pandemic, war, civil unrest, or any seen or unseen emergency of significance.

## **Section 2. Circumstances**

In the event of any emergency as described in Section 1 above, making it impossible to conduct business or services as usual for this Church, including any Board or membership business meetings, the official Board of Directors, or remaining available members of the Board of Directors, shall be empowered to act as fiduciaries of this Church to ensure the continuation of services and business in the most feasible, safe, legal, and prudent manner, as good stewards holding to Biblical values as outlined in these Bylaws.

## **Section 3. Process Steps**

- a. Upon such an emergency declaration, making it impossible to conduct normal business or services as usual, and pursuant to applicable Emergency Powers or Bylaws of RCW 24.03A.125 and 23B.02.070 (Washington State) regarding Emergency Bylaws, the remaining active Board of Directors shall enact special emergency bylaws and powers as needed to accommodate such an emergency.
- b. By majority vote of the remaining Board of Directors, they shall be granted emergency power to draft and enact any emergency bylaw provision pursuant to the aforementioned state laws. These Emergency Bylaws may bypass any and all of the current Church Bylaws as needed in order to comply with all federal and state requirements and/or regulations pertaining to meetings or other accompanying standard operating procedure business of the Church such as elections and meetings of any kind.
- c. These Emergency Bylaws and Powers will empower the Board of Directors and Members of this Church to act in any legal, Biblical, reasonable and prudent manner they deem necessary to conduct such business that may conflict with current Church Bylaw provisions or requirements, including, but not limited to normal business operations, providing for congregational services and community care, the suspension of an annual business meeting and/or other regular business until such a time as the current Emergency is resolved and emergency measures are lifted.
- d. Once the Emergency crisis is declared over by a declaration of the government and/or the Church Board of Directors (after consulting with Church legal counsel if possible), then standard operating procedures for this Church's business and compliance with regular Church Bylaws and operations will resume.

## **Article XVI. AMENDMENTS**

Amendments to these Bylaws may be made at any annual or special meeting of the voting members of this Church, provided notice of proposed amendments in written or electronic format has been made available to the membership no less than three weeks prior to consideration. Such proposed amendments shall be adopted upon receiving a sixty percent (60%) vote of legal ballots cast by active members present. Only those members present and whose names appear on the active Membership Roster shall have the right to cast a vote. Absentee ballots or voting by proxy shall not be accepted.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*For minutes of business meeting to approve:*

\_\_\_\_\_, 20\_\_ was the date of the meeting of the members at which these newly revised Bylaws were adopted. A quorum was present at the meeting, and the Bylaws received a \_\_\_\_\_ % vote of those members present and entitled to vote.

By: \_\_\_\_\_  
Name: Sam Spano, Pastor

**Board of Directors:**

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Current versions of our governance documents are contained in the following pages.

**CONSTITUTION AND BY-LAWS  
ASSEMBLY OF GOD  
ARLINGTON, WASHINGTON**

Revised February 1, 2009

Revised February 7, 2010

**PREAMBLE**

For the purpose of establishing and maintaining a place for the worship of Almighty God, our Heavenly Father; to provide for Christian fellowship for those of like faith, where the Holy Spirit may be honored according to our distinctive testimony; to assume our share of responsibility and the privilege of propagating the gospel of Jesus Christ, by all available means, both at home and in foreign lands; we, the members of this church, whose names appear upon the church roster, do hereby recognize ourselves as a local church in fellowship with and as a part of the General Council of the Assemblies of God, and the Northwest Ministry Network (NWMN), and that we do hereby adopt the following articles of church order and submit ourselves to be governed by them.

**CONSTITUTION**

**ARTICLE I NAME**

The name of this Corporation is ASSEMBLY OF GOD, located in the city of Arlington, in the state of Washington.

**ARTICLE II PURPOSE AND PREROGATIVES**

The purpose of this church is to:

- Encourage and promote the evangelization of the world
- Establish and maintain the worship of God (Eph. 4-5; Phil. 2:1-4,14-16; Heb. 10:25)
- Provide a basis of fellowship among fellow believers
- Encourage and promote the spiritual growth and discipleship of believers (Gal. 5:22-26; Matt. 6:33; Matt. 5:16)
- Respond to human need with ministries of service and compassion (James 2:1-10; Rom. 12:10; 1 Pet. 3:8-9)
- Own, hold in trust, use, sell, convey, mortgage, lease, or otherwise acquire or dispose of such property (real or chattel) as
- may be needed for accomplishing the mission of the church

**ARTICLE III AFFILIATION**

While maintaining its inherent rights to sovereignty in the conduct of its own affairs, this church will voluntarily enter into full cooperative fellowship with churches of like faith; associated with the General Council of the Assemblies of God, with headquarters at Springfield, Missouri, and the NWMN, and will share in the privileges and assume the responsibilities of that affiliation.

**ARTICLE IV TENETS OF FAITH**

The Bible is our all-sufficient rule for faith and practice. These fundamental tenants of faith are intended as a basis of fellowship among us (1 Cor. 1:10; Acts 2:42). The phraseology employed in this statement is not inspired, but the truth set forth is held to be essential to a full gospel ministry. No claim is made that it contains all truth in the Bible, only that it covers our need as to these fundamental doctrines.

## **1. The Scriptures Inspired**

Both the Old and New Testament Scriptures are verbally inspired by God and are the revelation of God to man; the infallible, authoritative rule of faith and conduct (2 Tim. 3:15-17; 1 Thess. 2:13; 2 Pet. 1:21).

## **2. The One True God**

The one true God has revealed Himself as the eternally self-existent "I AM," the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Spirit (Deut. 6:4; Isa. 43:10-11; Matt. 28:19; Luke 3:22).

## **3. The Deity of the Lord Jesus Christ**

The Lord Jesus Christ is the eternal Son of God. The Bible declares: (a) His virgin birth (Matt. 1:23; Luke 1:31, 35); (b) His sinless life (Heb. 7:26; 1 Pet. 2:22); (c) His miracles (Acts 2:22; 10:38); (d) His atoning work on the cross (1 Cor. 15:3; 2 Cor. 5:21); (e) His bodily resurrection from the dead (Matt. 28:6; Luke 24:39; 1 Cor. 15:4); and (f) His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Phil. 2:9-11; Heb. 1:3).

## **4. The Fall of Man**

Man was created good and upright; for God said, "Let us make man in our image, after our likeness." However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Gen. 1:26, 27; 2:17; 3:6; Rom. 5:12-19).

## **5. The Salvation of Man**

- Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God.
- Salvation is received through repentance toward God and faith in the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Spirit, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Rom. 10:13-15; Eph. 2:8; Titus 2:11; 3:5-7).
- The inward evidence of salvation is the direct witness of the Spirit (Rom. 8:16). The outward evidence is a life of righteousness and true holiness (Eph. 4:24; Titus 2:12).

## **6. The Ordinances of the Church**

- Baptism in Water: The ordinance of baptism by immersion is commanded in the Bible. All who repent and believe on Christ as Savior and Lord are to be baptized. Water baptism declares to the world they have died with Christ and that they also have been raised with Him to walk in newness of life (Matt. 28:19; Mark 16:16; Acts 10:47, 48; Rom. 6:4).
- Holy Communion: The Lord's Supper, consisting of the elements of bread and the fruit of the vine, is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (2 Pet. 1:4); a memorial of His suffering and death (1 Cor. 11:26); a prophecy of His second coming (1 Cor. 11:26); and is required of all believers until He comes.

## **7. The Baptism in the Holy Spirit**

All believers are entitled to and should earnestly expect and seek the promise of the Father, the baptism in the Holy Spirit, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian church. With it comes power for life and service,

and the imparting of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4, 8; 1 Cor. 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9). With the baptism in the Holy Spirit comes an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8), a deepened reverence for God (Acts 2:43; Heb. 12:28), an intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, His Word, and the lost (Mark 16:20).

### **8. The Initial Physical Evidence of the Baptism in the Holy Spirit**

The baptism of believers in the Holy Spirit is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:4). The speaking in tongues in this instance is the same in essence as the gift of tongues (1 Cor. 12:4-10, 28), but different in purpose and use.

### **9. Sanctification**

Sanctification is an act of separation from evil and dedication to God (Rom. 12:1, 2; 1 Thess. 5:23; Heb. 13:12). The Bible teaches a life of holiness (Heb. 12:14). By the power of the Holy Spirit, we are able to obey the command to be holy as God is holy (1 Pet. 1:15, 16). Sanctification is accomplished in the believer by identifying with Christ's life, death and resurrection, and by daily walking in obedience as a result of that union (Rom. 6:1-11, 13; 8:1, 2, 13; Gal. 2:20; Phil. 2:12, 13; 1 Pet. 1:5).

### **10. The Church and Its Mission**

The church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the firstborn, which are written in heaven (Eph. 1:22, 23; 2:22; Heb. 12:23). Our primary reason for being is to be an agency of God for evangelizing the world, a corporate body in which we may worship God, and a channel of God's purpose to build a body of saints perfected in the image of His Son.

### **11. The Ministry**

A divinely called and Biblically ordained ministry has been provided by our Lord for the threefold purpose of leading the church in: (a) evangelization of the world (Mark 16:15-20), (b) worship of God (John 4:23, 24), and (c) building a body of saints being perfected in the image of His Son (Eph. 4:11-16).

### **12. Divine Healing**

Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the atonement and is the privilege of all believers (Isa. 53:4-5; Matt. 8:16-17; James 5:14-16).

### **13. The Blessed Hope**

The resurrection of those who have died in Christ and their uniting together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (1 Thess. 4:16-17; Rom. 8:23; Titus 2:13; 1 Cor. 15:51-52).

### **14. The Millennial Reign of Christ**

The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zech. 14:5; Matt. 24:27, 30; Rev. 1:7; 19:11-14; 20:1-6). This millennial reign will bring the salvation of the nation of Israel (Ezek. 37:21, 22; Zeph. 3:19-20; Rom. 11:26-27), and the establishment of universal peace (Isa. 11:6-9; Ps. 72:3-8; Micah 4:3-4).

## **15. The Final Judgment**

There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whoever is not found written in the Book of Life, together with the devil, his angels, the beast, and the false prophet will be condemned to everlasting punishment in the lake which burns with fire and brimstone, which is the second death (Matt. 25:46; Mark 9:43-48; Rev. 19:20; 20:11-15; 21:8).

## **16. The New Heavens and the New Earth**

According to His promise, we are looking for new heavens and a new earth where righteousness dwells (2 Pet. 3:13; Rev. 21-22).

***We further accept the teaching of the “Adorable Godhead” as stated in the General Council and NWMN Bylaws of the Assemblies of God.***

## **ARTICLE V ORDINANCES**

Section 1. Water baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. This declares to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life (Matt. 28:19; Col. 2:12; Acts 10:47-48; Rom. 6:4).

Section 2. The Lord's Supper will be observed as prescribed in the Scriptures (Luke 22:19-20; 1 Cor. 11:23-26).

## **ARTICLE VI MEMBERSHIP**

Section 1. Eligibility Persons who show Scriptural evidence of saving faith in the Lord Jesus Christ, subscribe to the tenets of faith, agree to be governed by this Constitution and By-Laws, and who are approved by the pastor and Board will be eligible for membership.

Section 2. Voting Membership The legal voting membership of this church will consist of all those who meet the Biblical standards for membership according to the bylaws, whose names appear on the current active membership roster, and who are eighteen years of age or older.

## **ARTICLE VII LEADERSHIP**

Section 1. Executive Officers Where required by law or otherwise, the executive officers of the church will consist of the pastor, secretary, and treasurer.

Section 2. Deacons There will be a Board of five members. Together with the pastor, they will be committed to the spiritual, financial, and business matters of the church. Their term of office will be for three years each. They will be nominated by the nominating committee and elected by the voting membership of the church.

The qualifications of deacons:

- Must be persons of mature Christian experience and knowledge, meeting Biblical requirements regarding standards of character and behavior
- Must be persons whose lives are in harmony with the Assemblies of God official statements addressing *Divorce and Remarriage*, and *The Role of Women in Ministry as Described in Holy Scripture*, when applicable
- Must be at least 23 years old, have a cooperative spirit, and regularly attend church services
- Must currently support the church with tithes and offerings
- Must have been voting members of this church for at least two years
- Must not be a spouse of one who is currently serving a term on the Board

### Section 3. Secretary

The secretary will be a member of the Board and appointed by the pastor.

### Section 4. Treasurer

The treasurer is appointed by the Board, is a voting member of the church, supports the church with tithes and offerings, has a cooperative spirit, and is faithful in attendance.

### Section 5. Financial Secretary

The financial secretary is appointed by the Board, is a voting member of the church, supports the church with tithes and offerings, has a cooperative spirit, and is faithful in attendance.

## **ARTICLE VIII MEETINGS**

### Section 1. Regular Meetings

Meetings for public worship will be held on each Sunday and during the week as determined by the pastor.

### Section 2. Business Meetings

An annual business meeting of the church will be held during the first quarter of the new year. The exact date will be determined by the pastor and Board. Notice will be given on the two Sundays prior to the date of the meeting. Ministry, financial, and administrative reports will be available at the meeting.

### Section 3. Special Business Meetings

Special business meetings of the church may be called after proper notice has been given by the pastor or the secretary of the Board, provided the meeting has been agreed upon by a majority of the Board, and notice has been given on two Sundays immediately prior to the date of the meeting.

Special business meetings may also be called by petition of any voting member of the church. The petition must be signed by a simple majority of the voting membership of the church.

Petitions pertaining to the business affairs of the church shall be submitted to the pastor or the secretary of the Board and announcement made on the two consecutive Sundays immediately prior to the date of the meeting. The agenda of a petitioned meeting must be presented with the petition. A petition pertaining to the status of the pastor shall be directed to the district superintendent, who will arrange for a special business meeting of the church. Only one petition on a given subject will be recognized in a special business meeting. No business other than that specified in the notice of meeting will be transacted at any special meetings of the church.

### Section 4. Quorum

No special or annual business meetings of the church will be held unless one-fourth or more of the voting members are present to constitute a quorum. Deacon board meetings must have a majority present to constitute a quorum.

## **ARTICLE IX MINISTRIES**

Ministries may be established and developed as they are needed in the church in order to successfully carry out its purposes. All such ministries will complement the stated mission of the church. Ministries will function under the oversight of the pastor.

## **ARTICLE X FINANCES**

### Section 1. Funds

All funds for the operation and ministries of the church will be provided by the voluntary contributions, tithes, and offerings of the members and friends of the church, and by other means as approved by the pastor and Board. Regular tithes and offerings will be accepted at times and in ways as agreed upon by the pastor and Board and will be administered by the treasurer under the direction of the Board (Mal. 3:10; Luke 6:38; 1 Cor. 16:1, 2; 2 Cor. 9:6-8). All offerings will be counted and recorded by at least two authorized persons before the funds are removed from the church building. All funds will be deposited in a federally insured account and in a secure manner. Records will be kept of all receipts and disbursements of the church and of individual giving.

### Section 2. Reimbursements

Reimbursements for approved purchases can be obtained by using authorized reimbursement forms specifically designed for that purpose.

## **ARTICLE XI PROPERTY**

### Section 1. Title

All property of this church will be deeded to this church and held in its corporate name.

### Section 2. Ownership

This Corporation is organized for nonprofit purposes and assets of the Corporation are irrevocably dedicated to religious and charitable purposes and no part of any net earnings or assets shall inure to the benefit of any member or private individual. No real property of the church will be bought, sold, leased, mortgaged, or otherwise disposed of unless the same will have been first recommended by a vote of at least two-thirds of the voting membership who are in attendance at a regular or special business meeting of the church, which has been called for that purpose. The pastor and the secretary of the Board will certify in such conveyance, lease, or mortgage that the same has been duly authorized by the vote of the membership. Such certificate will be held to be conclusive evidence thereof.

### Section 3. Defection

In the event that the church will be divided over doctrinal or any other issues, or will desire to disaffiliate from the Assemblies of God, all property of the church including title to and possession of with full rights, will remain with those voting members, whatever their number, desiring continued affiliation with the Assemblies of God and adhering to its Statement of Fundamental Truths. If all of the voting members of the church vote to disaffiliate from the Assemblies of God for doctrinal or any other reasons, then all of the property of such church will revert to the NWMN.

### Section 4. Dissolution

In the event of dissolution of the church, none of its funds, property, or assets will be distributed to any officer, deacon, or any other individual. After paying or making provision for the payment of all of the liabilities of the church, the remaining assets will revert to the NWMN which will then have full authority to use the property as an Assembly of God church or may sell the property and apply the proceeds in any manner consistent with its stated purpose. In the event of cessation of this church, its Board will, within one year thereafter, transfer all properties and any remaining assets to the NWMN in accordance with the foregoing provisions.

## **ARTICLE XII AMENDMENTS**

This Constitution may be amended by a two-thirds vote of the membership of the church in attendance at any regular or special business meeting called for that purpose, providing that the proposed amendment has been presented to the secretary of the Board no later than thirty days prior to the meeting. Notice of the proposed amendment will have been made at the services on at least two consecutive Sundays immediately prior to the time of such meeting. Article IV is not subject to amendment.

## BYLAWS

### ARTICLE I MEMBERSHIP

#### Section 1. The Standard of Membership

The standard of membership of this church will be:

- Evidence of a genuine experience in regeneration (John 1:12-13; John 3:3-8; 1 Peter 1:18-25)
- Evidence of a consistent Christian life (Rom. 13:13, 14; Eph. 4:17-32; Eph. 5:1-2, 15; 1 John 1:6-7)
- Fully subscribing to the tenets of faith as set forth in Article IV of the Constitution
- Willingness to contribute regularly to the support of the church by tithes and offerings (2 Cor. 9:7-15; Malachi 3:8-11)
- Faithful attendance for at least six months
- At least eighteen years of age

#### Section 2. Reception of Members

Individuals desiring to become members of the church should complete a membership application form and turn it in to the church office. The pastor and Board will interview membership candidates in a regularly scheduled Board meeting. Those approved for membership will be notified and added to the church roster.

#### Section 3. Discipline of Members

Discipline is an exercise of Scriptural authority for which the church is responsible (Matt. 16:19; 18:15-20; Luke 17:3; John 20:23; Acts 16:4; Eph. 5:11; 1 Tim. 5:20; 2 Tim. 4:2; Heb. 13:17). The purpose of discipline is to promote repentance and restoration through exposing sinful behavior. It is to be redemptive in nature as well as corrective. Any member of the church is subject to discipline on the basis of unscriptural conduct, failure to live a consistent Christian life, or doctrinal departure from the tenets of faith of this church.

#### Section 4. Active Membership

All those who meet the standard of membership and whose names appear on the membership roster of this church will constitute the legal voting membership.

#### Section 5. Inactive Membership

Members who, without good cause, absent themselves from the services of the church for a period of three consecutive months or more, or who cease to contribute of their means to its support, or who may be out of harmony with its teachings, or who are under discipline or charges of misconduct, or who have fallen under condemnation through sinful and worldly practices will be considered as inactive members and lose their voting privileges until they are restored to the church. Their standing will be settled by the action of the Board. A member who is moved to inactive membership status will be notified of this action by means of a letter from the secretary of the Board. When evidence is sufficient to satisfy the Board of the restoration of a member under discipline, the member will be restored to the active membership roster by action of the Board.

#### Section 6. Transfer of Membership

Members in good standing, who desire their membership to be transferred to another congregation, may apply to the secretary of the Board for a letter of transfer, which will be granted upon the approval of the pastor and Board.

A member in good standing of another church, who satisfies the standards for membership eligibility as specified in Bylaws Article I, Section 1 may apply for membership by submitting a letter of transfer from the pastor and secretary of the other church. This letter of transfer is subject to the approval of the Board. Those who have their membership transferred to this church must be a member for at least one year from the date of transfer before being eligible for an elected position.

#### Section 7. Roster Revision

The pastor and Board are authorized to revise the membership roster prior to the annual business meeting and to remove all names of those who are deceased. Also, those who have withdrawn from the church or those whose lives have become inconsistent with the standards and teaching of the church may be removed. A member who is removed from the roster will be notified of this action by a letter from the secretary of the Board. The following Biblical instructions will be observed as occasion may require (Matt. 18:15-17; Rom. 16:17, 18; 1 Cor. 5:1-13; 2 Thess. 3:6-15).

#### Section 8. Pastor and Spouse

By virtue of office, the pastor will be considered an active voting member of the church during his tenure. The pastor's spouse will become an active voting member simultaneously with the pastor. This provision will apply to associate pastors and their spouses. Qualified members of pastoral families will be encouraged to become members also.

#### Section 9. Resignations of Members

Members who are under discipline by this church forfeit and waive the right to resign from membership. Resignations from membership are possible only by those members in good standing who are not under any disciplinary action.

#### Section 10. Honorary Membership

Honorary membership with active membership privileges will be extended to missionaries, evangelists, pastors, and retired ministers as approved by the Board.

## **ARTICLE II LEADERSHIP**

#### Section 1. Pastor

The pastor will be a member in good standing with the General Council of the Assemblies of God and is the spiritual overseer of the church, giving direction to its ministries of which he is an ex-officio member. The pastor will be the president of the Corporation and will act as chairman of all business meetings of the church and the Board. The pastor will provide for all the services of the church and arrange for all special meetings. No one will be invited to speak, preach, minister, sell articles of value, or receive an offering in the church without the approval of the pastor (1 Tim. 3:2-7; Titus 1:6-9; 1 Pet. 5:2-3).

#### Section 2. Associate Pastors

Associate pastors will be members in good standing with the General Council of the Assemblies of God and will be directly responsible to the pastor, who will determine their duties. Associates will assist the pastor in performing duties and leading the church in its purpose and mission.

#### Section 3. Deacons

Deacons are elected to serve the church in an advisory capacity with the pastor in all matters pertaining to the church in its spiritual life, ministry, and business, the interviewing of candidates for membership, and in the administration of discipline within the church. In the event the church is temporarily without a pastor, the Board may provide for its own chairman from among its

members in order to transact business and arrange for the conducting of services. No meeting of the Board will be held without the pastor's knowledge and approval of the meeting and agenda. Each deacon will strive to work in harmonious relationships with each other and the pastor. They will act as trustees of all church property.

#### Section 4. Secretary

The secretary will:

- Perform clerical duties that may pertain to the position
- Keep the minutes of the Board meetings and business meetings of the church
- Keep a record of the membership of the church
- Be the custodian of all legal documents and the corporate seal
- Keep a current copy of the Constitution and Bylaws

#### Section 5. Treasurer

The treasurer will:

- Keep an itemized account of all receipts and disbursements in conjunction with the financial secretary according to the policies and procedures of the church
- Make reports available to the Board and at all business meetings of the church
- Deposit, withdraw, and disburse funds in a secure manner as prescribed in the policies and procedures of the church
- Make the accounts of the church subject to review at all times under the direction of the Board

#### Section 6. Financial Secretary

The financial secretary will:

- Perform the financial administrative duties that pertain to the position
- Make the accounts of the church subject to review at all times under the direction of the Board

### **ARTICLE III ELECTIONS**

#### Section 1. Pastor

The Pulpit Committee will be composed of the Board (one of whom will be designated chairman), and at least two additional members from the church selected by the Board. The chairman will consult with the NWMN office. After prayerful consideration, the committee will present the name of a candidate to the church for their consideration. Ample opportunity will be scheduled for the candidate to minister and become known to the congregation. Only one candidate will be considered at a time. The church membership will vote on the candidate at a business meeting called for that purpose. Voting will be by secret ballot with a two-thirds majority of those present and voting required for an election. The pastor will be elected for an indefinite period of time.

#### Section 2. Deacons

Deacons will be elected by a simple majority vote of the membership at the annual business meeting. The term of office will be for three years and arranged so that one-third of the terms will expire each year. A nominating committee consisting of the pastor and Board, after prayerful consideration, will nominate deacon candidates utilizing an evaluation procedure to determine qualified candidates.

The deacons will be chosen and elected according to the qualifications of the Constitution, Article VII, Section 2. The pastor will present the list of candidates. Each deacon position will be

voted on one at a time, with all the candidates considered. No other names, except those presented by the nominating committee, will be placed on the ballot for election. Deacons will be elected by a simple majority vote in a secret ballot at the annual business meeting. If there is no election on the first ballot, the two nominees receiving the highest number of votes will be further balloted upon until an election is declared. No deacon will serve for more than two consecutive terms without a lapse of at least one year.

## **ARTICLE IV VACANCIES**

### Section 1. The Pastorate

When a vacancy in the pastorate occurs, the Board will serve on the pulpit committee. The Board will oversee the ministries of the church during any vacancy in the office of pastor. In the event the pastor resigns, a thirty-day notice is desired, unless other arrangements are agreed upon. In the event the church desires the resignation of the pastor, proper procedures according to Constitution Article VIII, Section 3, should be followed. In the event the NWMN or the General Council of the Assemblies of God withdraws a pastor's credentials, the pastor's term of office will be terminated immediately. All pastoral staff will resign upon the resignation or termination of the pastor. In the event the Board asks for the pastor's resignation, if the request is refused, the pastorate will not be considered vacant until the action of the Board has been sustained by a majority vote of the membership present at a special business meeting called for that purpose. This meeting must be presided over by a district official.

### Section 2. Deacon Board Members

The office of deacon will be declared vacant if the elected deacon is unable to fulfill the term of office or upon the termination of membership. Vacancies on the Board will be filled by a qualified person appointed by the Board to serve until the next annual business meeting. There will be an election at the next annual business meeting to fill the remainder of the term of the vacant position.

## **ARTICLE V MINISTRIES**

Ministries may be established and developed as they are needed in the church in order to successfully carry out its purposes. All such ministries will complement the stated mission of the church. Ministries will function under the oversight of the pastor.

## **ARTICLE VI ORDER OF BUSINESS**

Church business meetings will be governed by parliamentary procedure according to *Robert's Rules of Order (Newly Revised 10<sup>th</sup> Edition)*. The order of business for the meeting will be: Devotional, Roster Report, Reading and Approval of Previous Minutes, Reports, Unfinished Business, Election of Officers, New Business, and Adjournment.

## **ARTICLE VII AMENDMENTS**

These Bylaws may be amended by a two-thirds vote of the membership of the church in attendance at any regular or special business meeting called for that purpose, providing that the proposed amendment has been presented to the secretary of the Board no later than thirty days prior to the meeting. Notice of the proposed amendment will have been made at the services on at least two consecutive Sundays immediately prior to the time of such meeting.

ARTICLES OF INCORPORATION  
OF  
ASEMBLIES OF GOD TABERNACLE, INC  
A Religious Corporation

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ARTICLE I

The corporate name shall be known as The Assembly of God, Arlington, Washington.

ARTICLE II

This corporation shall have no capital stock. The terms of admission to membership shall be solely the giving of scriptural evidence of faith in the Lord Jesus Christ and voluntarily subscribing to the tenets of faith of the General Council of the Assemblies of God, with Headquarters at Springfield, Missouri, and agreeing to be governed by the constitution and by-laws of this corporation now organized.

ARTICLE III

The object and purpose for which this corporation is formed shall be:

Sec. 1. To establish and maintain a place for worship.

Sec. 2. To conduct under the guidance of the Holy Scriptures the work of evangelizing both the home and foreign fields in obedience to the command of the Lord Jesus (Mat. 28:19,20); and in harmony with the teaching and practice of His servants, the apostles (Acts. 8:4,5,25; 35-40; 13:1-4; 16:6-10; Rom. 15:18-21; II Cor. 10:16; Rom. 10:12,17), the religious faith being as is set forth in the tenets of faith of the General Council of the Assemblies of God, with Headquarters at Springfield, Missouri.

Sec. 3. To establish and maintain such departments as may be necessary for the propagation of the Gospel.

Sec. 4. In connection therewith, or incidental thereto, it shall have the right to purchase or acquire by gift, bequest, or otherwise, either directly or as a trustee, and to own, hold in trust, use, sell, convey, mortgage, lease, or otherwise dispose of any real estate or chattels as may be necessary for the furtherance of its purposes; all in accordance with its constitution and by-laws or as the same may be hereafter modified or amended.

ARTICLE IV

The affairs of the corporation shall be managed by a Church Council composed of the Pastor, Elders, and Deacons. William F. Reed is and shall be the Pastor and

Elder. D.H. Hutton and Allen Bucklin are and shall be Deacons. The constitution and by-laws that shall govern this corporation are attached hereto and made a part hereof and shall fully control as to everything therein contained, including the appointment and election of all officers, their powers and responsibilities, their terms of office, and the manner in which they shall be chosen.