

## PREAMBLE

Apostolic Faith Fellowship Inc. (AFF) is a group of Apostolic Ministers who seek to unite and fellowship.

A place for united commitment of commonly held Apostolic Beliefs, missions and goals.

A place for fellowship and endorsement of ministries to administrate the missions and goals of the Fellowship.

A place which helps, encourages, motivates and assists ministers of like precious faith in their work for the Kingdom of God.

## SECTION - ELECTIONS

The AFF will elect elders, officers and directors to carry the work forward.

All Elections for positions in the AFF shall follow this pattern, including for Executive Council, for national directors, for district elections and sectional elections.

### 1. For all elections

1. All voters must be present at the time of the vote.
2. All voters must have an Ordained, General or Local license.
3. All voter must be in good standing.
4. All candidates must be present (can be electronic) at the time of the vote.
5. For the nominating ballot, all voters can nominate any qualified candidate.

### A. For New Elections

1. If the position is new, or
2. If the incumbent will not be considered for another term,
3. If the position has become vacant since the last business meeting,

### B. A new election will be held.

1. A nominating ballot will be taken from all present voters.
2. If any candidate wins a simple majority, then that candidate has been elected.
3. If no qualified candidate wins a simple majority, the top three candidates who are qualified and willing to serve will be presented.
4. A second ballot will be taken.
5. The candidate with the highest votes will be elected.
6. In case of a tie, the nominee with the fewest votes will be eliminated and another vote will be taken with only the two remaining candidates.

7. The candidate with the highest votes will be elected.

C. A Vote of Confidence is used when:

1. A minister completes the term of office AND
2. The minister remains in good standing with the AFF AND
3. The minister is willing to serve another term.

D. Vote of Confidence

1. A vote of confidence will be taken by the voting body
2. If the candidate receives a simple majority, he will serve another term.
3. If the candidate does not receive a simple majority, then a new election will be held.

## SECTION - DEFINITIONS

A. "Good standing" is defined as:

1. faithful to the doctrine of Jesus Christ as expressed in scripture,
2. faithful to the lifestyle enunciated in the AFF Articles of Faith, and
3. faithful with all financial dues to the AFF.

B. Things that would disqualify a minister from "good standing."

1. misappropriation of funds
2. sexual sin
3. preaching false doctrine
4. not being current on financial dues to the AFF

C. This definition of "good standing" will apply throughout these entire Bylaws.

## ARTICLE I

### SECTION 1-1 EXECUTIVE COUNCIL

A. The leadership council of the AFF shall be known as the Executive Council.

1. The Executive Council shall consist of five members.
2. The Executive Chairman is one of the five members.
3. All members of the Executive Council must be ordained ministers in good standing at

least 30 years old.

4. If at any time an Executive Council member is not in good standing with the AFF, he is immediately removed from all offices and positions.

5. The Executive Council members may not be a member of any other ministerial organization or fellowship other than AFF.

6. The original 5 members of the Executive Council of the AFF, upon leaving the Executive Council, become members of the Executive Advisory Council for as long as they are a member of the AFF.

a. They may attend, speak if needed.

b. They have 1 vote at any and all Executive and General Council meetings.

c. The executive Advisory Council will continue as long as there are remaining members of the original 5 founders.

d. Upon their demise a 6th member shall be added to the Executive Council for election procedures.

#### B. Term of Office

1. They will serve for 3 years, beginning at the election at General Conference

2. Their term will end during the business meeting at the Conference.

#### C. The Executive Council members will:

1. conduct business for the Corporation when the general body is not in session

2. make decisions about expenditures which are not already in the budget or cannot wait until the General Conference

3. appoint officials as needed for new districts and appoint officials in existing districts if needed

4. appoint national directors if a vacancy occurs when General Conference is not in session

5. make decisions concerning the acceptance of new ministers

6. make judicial decisions concerning removing ministers who no longer qualify for membership

7. appoint committees and subcommittees as needed

a. The Executive Council may appoint committees and subcommittees, if necessary, for the purpose of reviewing and researching existing policies for expansion of the AFF. All committee and subcommittee members must meet all qualifications to serve, although they are not required to be ordained.

Reports are to be submitted to the Executive council before presentation to the General council or entire body of fellowship.

b. Any committee or subcommittee which serves at the General Conference, or annual Camp Meetings shall be appointed by the Executive Council.

8. Any situation which arises in regard to these bylaws, or situations not addressed herein, shall be resolved by the Executive council.

9. All Executive Council votes require a 2/3 majority to pass, except for voting on elections which require a simple majority

D. The Executive council shall serve with staggered terms so that every year at the General Conference the body will hold a vote of confidence for those whose term has been completed and hold a new election if needed.

## SECTION 1-2 DUTIES OF EXECUTIVE CHAIRMAN

### A. Qualifications

1. To be considered for this position, he must be on either the Executive Council or the General Council.

2. The AFF voting body at General Conference will vote on the Executive Chairman every three years.

### B. Term of Office

1. He shall preside for a 3-year term.

2. He can be removed from office if he is no longer in good standing with the AFF.

a. If a 2/3 majority of the other members of the Executive Council determine that he is unfit for office, then he will be immediately dismissed from all councils and positions.

b. The assistant Chairman will serve as Executive Chairman until the General Conference, when an election will be held by the AFF body.

3. At the end of his 3-year term, a vote of confidence will be held at the General Conference by all AFF members in attendance.

a. If the Executive Chairman receives a simple majority in the vote of confidence, he will serve another 3-year term.

b. If he does not receive a simple majority, then another Executive Chairman will be elected by the conference.

C. The Executive Chairman shall act as president of Corporation in all legal matters and is authorized to sign and authorize all legal documents.

- D. The Executive Chairman shall appoint one of the other Executive Council members as the Assistant Chairman. The Assistant Chairman shall fulfill the duties of the Executive Chairman at the Executive Council meetings in the event that the Executive Chairman is incapacitated, deceased or otherwise unable to fulfill his duties.
- E. The Executive Chairman shall preside over all Executive Council meetings.
- F. The Executive Chairman shall preside over the business meeting at General Conference, except for the election of the Executive Chairman. The current Assistant Chairman will preside over that election.

### SECTION 1-3 NATIONAL OFFICERS

A. The departments of the AFF shall be led by national directors.

1. These departments include:

- a. World Missions Department
- b. Home Missions Department
- c. Educational Ministry Department
- d. Youth Ministry Department
- e. National Secretary - Treasurer
- f. Ladies Ministry Department

2. The national director of each department will be ordained ministers in good standing being at least 30 years old.

a. Exception: the National Youth Director shall be at least 25 years of age and he may have a General License.

b. Exception: the National Ladies Director shall be at least 30 years of age and have the support of her sponsoring pastor. This pastor must be an AFF minister in good standing.

B. The national directors of all departments (except the Ladies Director) will also be a member of the General Council.

### DUTIES OF THE NATIONAL DIRECTORS

A. World Missions Director

## 1. Term of Office

- a. The National Director shall serve for a 3-year term.
- b. If his office is vacated early, the Executive Council may appoint a replacement to serve until the next General Conference.
- c. When his term ends, all AFF members at the General Conference will hold a vote of confidence.

## 2. Duties

- a. Serve on the General Council
- b. Oversee and coordinate District World Mission directors.
- c. Oversee and coordinate the efforts of world missionaries.
- d. Oversee and expand the works of national pastors overseas.
- e. Promote world missions at conferences when possible.
- f. Keep records of income and expenditures for World Missions Dept.
- g. Give an annual report of all Word Missions activities at General Conference
- h. When possible, travel overseas to expand the works and encourage and assist national pastors

## B. Home Missions Director

1. Promote the establishment of new Apostolic churches everywhere.
2. Assist in local church government when needed including but not limited to, local church government, legal and business aspects, bylaws and private church incorporation, tax id status, spiritual dynamics, effective church services, leadership skills, preaching and teaching.
3. Advanced leadership training including but not limited to; Bible and Ministry studies, Church administration, building/establishing a revival church.

## C. Education Director

1. Director for Apostolic research and relations.
2. Help facilitate ministerial establishment and preparation for the most effective ministry possible.
3. Help make available general and higher education for interested constituents.

4. Help establish Children's Bible education including educational programs and Sunday school literature.

5. Give a report at the General Conference.

#### D. Youth Ministry Director

##### 1. Qualifications

- a. General licensed Minister in good standing with the AFF
- b. At least 25 years of age

##### 2. Term of Office

- a. The National Director shall serve for a 3-year term.
- b. His election will be by a simple majority vote.
- c. If his office is vacated early, the Executive Council may appoint a replacement to serve until the next General Conference.

##### 3. Duties

- a. Oversee and coordinate district Youth Directors
- b. Oversee and coordinate national youth events, including General Conference.
- c. Oversee and coordinate financial support for the Youth department.
- d. Publicize the department, including writing and social media.

#### E. National Secretary - Treasurer

##### A. Qualifications

1. Any ordained AFF minister can serve in this role, as long as he is in good standing with the AFF and at least 30 years of age.

2. Anyone who desires to be considered for this role should also be familiar with basic accounting and reporting principles.

##### B. Term of Office

1. He shall serve for a 3-year term.
2. The Executive Council can remove him at any time for lack of good standing.
3. The Executive Council can also remove him if he is unable to perform his duties satisfactorily.
4. If he is unable to complete his term of service, then the Executive Council will appoint a replacement until the next General Conference.

5. After his 3-year term, if he is approved by the Executive Council, he will be voted on by the General Conference.

a. If he receives a simple majority, then he will serve another 3-year term.

b. If he does not receive a simple majority, then another Secretary Treasurer will be elected by the General Conference.

#### C. Duties

1. keeping accurate financial records
2. reconciling all expenditures
3. following the directives of the Executive Council
4. preparing the annual financial report for the General Conference.
5. recording and keeping minutes of the business sessions at the General Conference.

#### F. Ladies Ministry Director

1. Help connect ladies ministries and events throughout fellowship.
2. Plan and facilitate General Ladies Conference.
3. Plan and facilitate annual Ministers and wives conference.
4. Give a report at General Conference

### GENERAL COUNCIL

#### A. The General Council will consist of:

1. the District Elder from each district in the AFF
2. the National Directors of each department (except for the Ladies Ministry Director.)
3. At the General Conference, the General Council meets with the Executive Council.
4. The General Council members may not be a member of any other ministerial

organization or fellowship other than AFF.

#### B. Duties

1. Maintain all membership records of fellowship and any other necessary records.
2. Maintain all records regarding endorsed ministries of the AFF.
3. Identify and deal with current issues, positive or negative, within the AFF including but not limited to doctrine, lifestyles or grievances.
4. Ensure all legal aspects and risk management factors are kept in order.
5. Identify ministries of a local church, or groups of churches which desire endorsement.



6. Research and develop investigative tools and methods for determining if endorsement is justified.

7. Assist the Executive Council with any situation which arises in regard to these bylaws, or situations not addressed here

8. All General Council votes require a 2/3 majority to pass, except for voting on elections which require a simple majority

## SECTION District Council members

### A. District Elder

#### 1. Qualifications

a. An ordained AFF minister can serve in this role, as long as he is in good standing with the AFF and at least 30 years of age.

b. A senior pastor

c. the Executive Council can choose to make an exception to this requirement.

d. Each District Elder will be appointed by the Executive Council initially and elections will begin in 3 years unless there is a vacancy.

e. If there is a vacancy, the Executive Council will appoint a replacement.

#### 2. Term of Office

a. They will serve for 3 years, beginning at the election at district conference.

b. Their term will end during the business meeting at the conference.

#### 3. Duties

a. to serve on the General Council

b. to preside over the District Conference Business Meeting

2. **For new districts**, the Executive Council will appoint the District Elders, including the District Superintendent, the District Secretary and those who serve the offices of Assistant District Elder, Home Missions, World Missions and Education department.

a. After the first year the entire district will vote on the offices of Assistant District Elder, Home Missions, World Missions and Education department. Then those elected will serve for 3 more years.

b. In the second year, the entire district will vote on the District Secretary/treasurer. The minister who is elected will serve for three years.

c. Then in the third year, the District Superintendent election will be held.

d. An Executive Council member must be present at any District election to verify and coordinate the process, if possible.

e. Ladies, Youth, Education and Men's ministries councils will mirror District Councils also in terms of office times and positions.

f. Districts may create sections after there are ten license ministers in a district and have Sectional Councils that mirror the District Council.

g. Any disputes or irregularities will be solved by the Executive Council.

h. AFF recognizes the sanctity of the pulpit and that every pastor is placed there by God. The AFF will not interfere in the way the Pastor runs his pulpit.

#### SECTION 1-6 OBJECTIONS TO NOMINEE

1. If there is an objection to a nominee, there will be no public discussions. The matter will be brought before the Executive Council with 3 witnesses with the complaint and the nominee also present to hear the complaint as per scripture. Complaints can only be filed if there is a matter involving job description and ability to fulfill those obligations.

#### SECTION 1-7 REMUNERATION FOR SERVICES OF OFFICERS

1. There will be no financial remuneration for General Council or District officials. Any travel expenses for official business shall be voted upon by the District board and requires 2/3 vote to pass. When passed, it must then be presented to the Executive council and passed there also.

2. Any travel expenses for official business, including for the Executive Council and for national department heads, shall have to be approved by the Executive Council by 2/3 vote.

3. Travel expenses rates shall be set by the Executive council.

4. All travel expense rates will be included in the annual financial report given by the Secretary/Treasurer.

#### SECTION 1-8 RESIGNATION OF EXECUTIVE OR GENERAL COUNCIL MEMBERS

1. Any resignation shall be immediate unless a thirty-day waiver is approved by the Executive Council. All resignations must be in written form presented to Executive Chairman.

#### SECTION 1-9 MEETINGS

1. Times and Number of Meetings

A. The Executive Council shall meet 4 times a year, once each quarter. Dates and locations are to be set by the Executive Council.

B. The AFF General Conference shall be yearly.

C. The General Conference business meeting shall be conducted according to ROBERTS RULE OF ORDER REVISED.

D. Dates, locations, speakers and schedule shall be set by the Executive Council and announced for following year at the end of the yearly General Conference.

E. The primary purpose of the General Conference is to conduct business and spiritual renewal and revival.

F. There shall be National Camp Meetings and Conferences, the dates, locations and times are set forth by the Executive Council. Districts shall have the authority to set dates, locations and times approved by district boards for Camp Meetings and Conferences that do not conflict with National Camp Meetings and Conferences.

G. All General Conference, Camp Meetings and District Conference speakers shall be AFF ministers in good standing.

H. The only exception to rule G is 2/3 vote by Executive Council on the man of God.

I. All districts will have a yearly conference to hold business meetings and spiritual revival.

## ARTICLE II

### SECTION 2-1 MEMBERSHIP

#### 1. MINISTERS SEEKING MEMBERSHIP

A. The AFF will provide an application to be filled out completely and signed by all applicants.

B. Requirement for Ordination; Be a man with ten years of ministry or hold the office of a pastor, have read the Bible through, have read the AFF Ordained Minister reading list. The District Board can make exceptions for ministers who have held license with other fellowships.

C. Requirement for General; Be a man with six years of ministry, have read the Bible through, have read the AFF General Minister reading list. The District Board can make exceptions for ministers who have held license with other fellowships.

D. Requirement for Local; Be a man at least 18 years of age, have read the Bible through, have read the AFF Local Minister reading list.

E. Requirement for Apprenticeship; Be a man at least 13 years of age, have read the Bible through, have read the AFF Apprenticeship Minister reading list.

F. Requirement for Ladies Ministry License; Be a woman at least 13 years of age, have read the Bible through, have read the AFF Ladies Ministry License reading list.

G. Every applicant who is not under a Pastors direct ministry must have an accountability group consisting of 3 ministers, one who must be in AFF. These names shall be entered on the membership application in the space provided. These 3 ministers will make up the accountability group.

H. If you are working with a pastor in a local church, AFF applicant needs to have Pastors signature or accountability group. If Applicants pastor is not member of AFF, it is recommended that a letter from pastor accompany application.

I. If dues are 90 days late, the member will be dropped. To be reinstated, one must apply for reinstatement, get 3 signatures from AG and pay a \$100 reinstatement fee.

J. Members must agree and teach the Articles of Faith and abide by all membership requirements.

## SECTION 2.2 MINISTERIAL DUES

A. The Executive council can revise the amount of dues at any time during a fiscal year with a 2/3 vote.

B. Dues are due on the anniversary date of your joining, every year or quarter.

C. If dues are 45 days late, the member will be put on probation. Any minister on probation is not in "good standing" and is considered resigned from any elected position.

D. If dues are 90 days late, the member will be dropped. To be reinstated, one must apply for reinstatement, get 3 signatures from AG and pay a \$100 reinstatement fee.

E. Current rates for dues are on the downloadable ministerial application on the Apostolic Faith Fellowship website.

## SECTION 2.3 DISCIPLINARY ACTION

A. In the event that questions or violations concerning a member's life or doctrine are brought to the attention of the General District or Executive Council, the Council will form an Accountability Group (A G) of not less than three nor more than five members of the District Board where the minister resides to investigate accusation.

1. For Local licensed and Apprentice licensed ministers, their sponsoring pastor will have discretion and authority to handle discipline. However, the Executive Council can withdraw the license of even the local license or apprentice license if they so choose.

2. For General and Ordained licensed ministers:

B. The Executive chairman shall work with accountability group to establish date and location of investigation.

C. The Executive Chairman will appoint an EC or GC member to replace an accountability group member unable to attend.

D. The AG shall report to the Executive Council in writing, the Executive Council will determine any discipline.

E. If the actions by the Members accountability group and EC are considered unsatisfactory by either the member or accuser, a committee of the GC shall be formed to investigate allegations. They shall report to the EC to either accept or deny recommendations of the AG.

F. If a member does not choose to name or establish Accountability Group, the Executive Council shall appoint an AG for that member in the event of a question over doctrine or lifestyle arises. By accepting membership, the Member agrees to willingly work with and submit to his personally chosen or appointed group.

## ARTICLE III

### SECTION 3.1 ENDORSEMENT OF MINISTRIES

1. Any meetings or ministries desiring official endorsement of the AFF shall apply to the Executive Council.

2. A 2/3 vote is required to be approved for an endorsement.

### SECTION 3.2 ENDORSEMENT DEFINITION

1. The Executive Council will research each applicant's work and purpose.

2. Provide suggestions and safeguards, if needed, which will enhance the work of the applicant.

3. Provide recommendation and exposure for ministry.

### SECTION 3.3 RESPONSIBILITY FOR RECOGNIZED OR ENDORSED MINISTRIES

1. The AFF is not responsible in any way for failure or success of endorsed ministries or groups.

2. The AFF makes no guarantees, implicit or implied, regarding effectiveness of those ministries and is not responsible for failures or shortcomings of the same.
3. The AFF makes no guarantees regarding the integrity of any leaders of such ministries, or the integrity of the practices of such ministries, financial moral or any other cause of said ministry.

#### SECTION 3.4 WITHDRAWAL OF ENDORSEMENT

1. The AFF reserves the right at any time to withdraw any endorsement immediately for any reason
2. No printed explanation is necessary for withdrawal.
3. Any ministry or meeting that has had endorsement withdrawn can appeal to the Executive Council.

#### SECTION 3.5

1. Creating parachurch ministries, such ministries should evolve out of the passion and vision of the ministers and local churches which are networked throughout the fellowship.

#### ARTICLE IV AMENDMENTS

- 1, These bylaws may be amended at any General Conference by a 2/3 vote of members in attendance.
2. The only amendments to be considered at the General Conference are those that were submitted to the Executive Council 90 days prior to the General Conference and passed by the Executive Council.
3. Any resolution affecting the method of election, requirements to hold office or length of terms of office may be passed at any General Conference only after elections of that conference are completed.
4. All other resolutions must be written, signed and received by Resolutions Committee no later than ninety days prior to the first day of the General Conference
5. The Articles of Faith of the Apostolic Faith Fellowship can only be changed by executive council review and a 2/3 majority of members present at General Conference.

District Positions:

1. District Elder
2. Assistant District Elder
3. Secretary / Treasurer
4. Home Missions Director
5. World Missions Director
6. Education Director
7. Youth Ministry Director
8. Ladies Ministry Director