

BY-LAWS OF MANDARIN BAPTIST CHURCH OF LOS ANGELES

ARTICLE 1. OFFICES AND AFFILIATION

- 1.01 The principal office for the Mandarin Baptist Church of Los Angeles, hereinafter sometimes referred to as the Church, is located in the county of Los Angeles, State of California.
- 1.02 The Church shall be affiliated with the Southern Baptist General Convention of California, and with the San Fernando Valley Southern Baptist Association of California.

ARTICLE 2 STATEMENTS OF FAITH AND PRACTICE

- 2.01 The church accepts the Bible as the inspired Word of God and as the ultimate authority in matters of faith, doctrine and Christian living. The church accepts "The Baptist Faith and Message"* as most recently adopted by the Southern Baptist Convention as an affirmation of our basic Christian beliefs and as a general statement of our faith.
- 2.02 Marriage is a biblical institution established by God as clearly described in the scriptures. The church recognizes that marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Accordingly, the church, its pastors, staff and members will not engage in same sex unions or same sex marriages, nor shall its property or resources be used for such purposes. In addition, its pastors will not officiate same sex unions or same sex marriages outside of the church.

ARTICLE 3. MEMBERS

- 3.01 Any person may become a regular member of this Church who has professed Jesus Christ as his personal savior, been baptized by immersion, shown willingness to join this Church and to participate in church activities, spiritual and financial supports, upon recommendation by the Pastor without any written objection from any member within one month following a public announcement may become a regular member of this church. If there is a written objection, the application will be referred to the Pastor and the Board of Deacons for their joint review and decision.
- 3.02 Registration of members shall be conducted one (1) month prior to the First Annual Members' Meeting to update the Membership Roster. Those members who are not registered for over a year shall be considered inactive members. After the Second Annual Members' Meeting, inactive members may be reactivated any time by re-registering.
- 3.03 All members, except inactive members, shall have voting rights and may be elected to offices.
- 3.04 Any member may withdraw from membership in the church by delivering a written request to this effect to the Church Clerk. Any member who does not register for two (2) consecutive years shall be considered withdrawn from membership.

*As of May 2011, the year 2000 version was used.

ARTICLE 4. MEETINGS OF MEMBERS

- 4.01 Two scheduled annual meetings of members shall be held, one in June and one in September of each year. The first meeting shall be for the election of officers. The second meeting shall be for the adoption of the budget and election of Nomination Committee members for the next year.
- 4.02 Special meeting of members may be called at any time by the Pastor or the Church Council, or on the written request by 20% or more of the voting members filed with the Church Council.
- 4.03 Notice of each meeting of members giving the time and place of the meeting and the specific business to be considered as designated by the Church Council or by the Pastor, shall be printed in the Sunday church bulletin and orally announced during Sunday service at least two weeks prior to the meeting, unless there is a special urgency in which case the meeting may be called at any time without the said notice.
- 4.04 Meetings of members shall be attended by members in person. For special reasons, a member may designate another member to act as his proxy by notifying the Pastor or Church Clerk in writing prior to the meeting.
- 4.05 A quorum shall consist of a number of members greater than a majority of voting members. If the agenda of a members' meeting are deemed by the Church Council to be applicable to the Parent Church only, the quorum at that meeting may be based on the number of members affiliated with the Parent Church only. (Refer to paragraph 10.02).
- 4.06 Meetings of members shall be presided over by the Pastor, or by the Chairman or Vice-Chairman of the Church Council.
- 4.07 Meetings of members shall be governed by Robert's Rule of Order.

ARTICLE 5. PASTOR

- 5.01 The Pastor shall be chosen at the nomination by the Pulpit Committee and the recommendation of the Board of Deacons by a two-third (2/3) vote of the members of the Church at a meeting. The term of service is indefinite.
- 5.02 A two-third (2/3) vote of the members present at a meeting called for the purpose shall be required to dismiss the Pastor from office. Written notice of such meeting shall be given to each member personally or by mail three (3) months or more prior to the date of such meeting by the Church Council.
- 5.03 The Pastor may resign by filing a written notice of resignation with the Church Council. Such resignation shall become effective three (3) months from the date it is received to allow time for the arrival of a successor except in case of unexpected emergency.
- 5.04 The Pastor's compensation shall be recommended by the Church Council and shall be included in the annual budget.

ARTICLE 6. DEACONS AND THE BOARD OF DEACONS

- 6.01 The Church may ordain a number of Deacons to assist the Pastors in the nurture of the Church to promote the growth of spiritual work.
- 6.02 The Deacons shall be nominated, elected, and ordained according to the teachings of the Bible and the customary practice of the church.
- 6.03 When the number of ordained Deacons reaches three, a Board of Deacons may be established to hold periodic meetings to study the needs of spiritual work. Before there is a sufficient number of ordained Deacons, the Church may establish a temporary Board of Deacons to promote such work.

ARTICLE 7. CHURCH OFFICERS

- 7.01 The officers of the Church shall be a President, a vice-president, a Secretary, a Church Clerk, a Treasurer, and a Financial Secretary. The President, who is the Senior Pastor, is not subject to election. Other officers are to be elected at the meeting of members. The term of each office shall be two years. Each officer may not be re-elected consecutively to the same position, but may be re-elected to another officer position.
- 7.02 The President shall represent the Church to the public. He shall be the ex officio Chairman of the Church Council, and an ex officio member of all standing committees.
- 7.03 The vice-president shall assist or act in the place of the President.
- 7.04 The Secretary shall be responsible for formal documentation of the Church as the Pastor or the Church Council may request as needed from time to time.
- 7.05 The Church Clerk shall be responsible for keeping the records of the proceedings of the meetings. He shall keep the Corporate Seal, and the membership register.
- 7.06 The Treasurer shall receive and safely keep all money of the Church, and disburse the same as authorized in the budget. He may appoint up to three assistant treasurers with the approval of the Church Council.
- 7.07 The Financial Secretary shall keep an account of the finances of the Church on books and make periodic financial reports to the members.

ARTICLE 8. CHURCH COUNCIL AND COUNCILMEN

- 8.01 Apart from the officers of the church as ex officio Councilmen (Paragraph 7.01), the Church Council shall consist of other members as listed in "MBCLA Organization Chart".
- 8.02 Councilmen and Committee Chairmen shall serve a two-year term, and may not be re-elected consecutively to the same position, but may be re-elected to another position. Each councilman may be re-elected for up to two consecutive terms (i.e. four years). Vacant council positions due to resignation or departure from MBCLA may be filled by the Church Council if necessary.

- 8.03 The Church Council shall have general charge of all the administrative and business affairs of the Church, and carry out resolutions of the meetings of members. The Council may authorize expenditure beyond the budget, provided the amount is no greater than ten percent (10%) in excess of the approved budget.
- 8.04 The Council shall hold regular meetings each month. Special meetings may be called at any time with prior announcements. A quorum shall consist of a majority of the councilmen. The pastor and his assistants and other workers concerned shall attend the meetings. The meetings are also open to any member of the Church to attend as auditors.
- 8.05 Any Councilman who fails to attend three consecutive regular meetings of the Council without prior notification shall be considered inactive but maybe reactivated in status by the Church Council if subsequent evidence establishes that the absence was necessitated by good cause.

ARTICLE 9. COMMITTEES AND CONSULTANTS

- 9.01 Various Standing Committees and Ad Hoc Committees are established and various special consultants are engaged to carry out the ministry of the Church.
- 9.02 The titles, duties, and sizes of the committees are established and amended as necessary by the Church Council and/or the Nomination Committee.
- 9.03 Members of the Standing Committees are elected at the annual meeting of the members. Terms of offices are one year. Committee members may be re-elected. Members of the Ad Hoc Committees and special consultants shall be appointed by the Church Council on behalf of the Church. The term of those appointments shall be one year, and may be extended.
- 9.04 The chairmanship of each standing committee shall be assumed by the member who receives the largest number of votes in the election. All committees may be enlarged by inviting other members of the Church to participate.

ARTICLE 10. MISSIONS

- 10.01 The Church may establish Mission(s) at suitable locations to promote Gospel work and shall assist such Missions to develop into local churches. (For simplicity, Mandarin Baptist Church of Los Angeles may be referred to as the Parent Church internally and the Parent Church and Missions together maybe referred to as the Church).
- 10.02 The Mission(s) may accept new members and believers. Each member may select his choice of affiliation when registering for membership to join the regular services either at the Parent Church or at a Mission.
- 10.03 The Parent Church and the Mission(s) shall maintain close relationship and shall render each other mutual assistance in manpower and materials in order to promote the Lord's work. Pastors, officers and members of the Parent Church and the Mission(s) shall hold jointly spiritual and business meetings to be pre-scheduled annually.
- 10.04 The Mission(s) may hold independent meetings of members and officers' meetings according to procedures to be established by the individual Mission(s). The agenda and resolutions at these meetings shall be limited to affairs applicable to local Mission(s).

Representatives from the Parent Church shall be notified to attend these meetings. Copies of minutes of such meetings shall be sent to the Parent Church for reference and file.

- 10.05 The organization and the procedure for election of officers of the Mission(s) may be established by each Mission. The financial affairs may be managed by the Mission(s) independently. Copies of records, rosters, statistical reports, etc., shall be periodically sent to the Parent Church for reference and file.

ARTICLE 11. RECORDS AND REPORTS

- 11.01 The Church shall keep a members' registry, minutes of the meetings of members and of the Church Council, records relevant to the amount and value of property, accounts of its assets, liabilities, receipts and disbursement. On request of an assessor, the Church shall make available the records relevant to the property subject to the assessment.
- 11.02 The Church Council shall submit to the members at the end of the fiscal year a financial statement, certified by the Chairman, the Treasurer, and the Financial Secretary, or by a licensed CPA.
- 11.03 Any Councilman or elected representative shall have the right to inspect all book records and documents of any kind. However, the amount of contribution of each member is not to be revealed without the permission of the contributor.
- 11.04 The Church Council may adopt, use, and alter the corporate seal. The present corporate seal as registered in the State of California is shown as per the attached facsimile.
- 11.05 The fiscal year of the Church shall be from October 1st to September 30th.

ARTICLE 12. BY-LAWS

- 12.01 These By-laws shall become effective immediately upon their adoption at the meeting of members.
- 12.02 Amendments to the By-laws may be proposed by the Church Council or by the petition of at least 20% of the voting members presented to the Church Council for the consideration at a meeting of the members. The By-laws, or any of them, may be amended or repealed and new By-laws adopted at a meeting of the members by a two-thirds vote of the members present.
- 12.03 The original, or a copy of the By-laws as adopted to date, certified by the Secretary shall be kept at the Church, and shall be available to all members for inspection.

Adopted on November 25, 1970

Amended on August 19, 1973, April 28, 1996 & June 26, 2011