

Fellowship of Christian Firefighters

INTERNATIONAL



Name of Chapter: _____

Mailing Address: _____

Phone / e-mail address: _____

President: _____

Secretary! Treasurer: _____

This letter authorizes the Fellowship of Christian Firefighters International to include the

in the group exemption letter filed with the Internal Revenue Service.

SIGNATURE: _____

Chapter Officer

Organizational Manual For Forming A Chapter of

The Fellowship of Christian Firefighters International



FCF International

P.O. Box 901

Fort Collins, CO 80522-0901

800- 322-9848

Email: FCFIHQ@AOL.COM

Web Page: FellowshipofChristianFirefighters.com

CHAPTER I: THE FELLOWSHIP OF CHRISTIAN FIREFIGHTERS

A. Origin and Authority. The Fellowship of Christian Firefighters was started as a result of a conversation between two Christian firefighters, Duncan M. Wilkie and Ronald Mellott. These Christian firefighters met on a flight from Memphis, Tennessee, to Denver, Colorado. Ron stated that in 18 years of fire service he had never met another Christian firefighter. After their conversation, Duncan Wilkie and two other Denver firefighters, Robert W. Crum and John Barker, organized the Fellowship of Christian Firefighters, an international, non-profit, non-denominational organization incorporated in 1977 at Denver, Colorado. In 1994, the office moved to the Reynolds' home near Fort Collins, CO in an attempt to cut overhead and office expenses. With minimal office expenses, your dues and donation can more effectively be dedicated to placing Bibles in fire stations and in the hands of firefighters, to mailing out **The Encourager** newsletter, and to supporting you as you help spread the Gospel of Jesus Christ throughout the fire service.

B. Purposes.

1. To glorify God in the Fire Service.
2. To find fellowship together for individual growth in the Christian life.
3. To serve the cause of Christ through the church of one's own choice.
4. To encourage those in the Fire Service in their Christian lives.
5. To bring all Christians in the Fire Service to a common goal of praying for the Fire Service and its members.
6. To share on an international basis through an annual International conference and / or breakfast.
7. To have international contact with fellow Christian firefighters.
8. To care for widows--meeting spiritual as well as physical needs 9. To place tracts and / or **Encouragers** and Bibles in firehouses.

C. Address. The address of the Fellowship of Christian Firefighters is

FCF International: P.O. Box 901; Fort Collins, CO 80522-0901

1- 800-322-9848; FCFIHQ@AOL.COM

Web Page: FellowshipofChristianFirefighters.com



CHAPTER II: THE CHAPTERS

- A. Origin and Authority. An organization composed of members who meet the requirements described in this document. Those meeting the requirements will be awarded an official Chapter Charter. All paper work must be filled out and submitted to the International Office. Every Chapter, including any affiliate groups thereof, shall at all times be subject to the rules, regulations, and policies of the national Board of Directors.
- B. Purposes. A Chapter is the local unit of the Fellowship, responsible for activities, programs, and information of a local nature. Each local Chapter is encouraged to cooperate and assist in fund-raising activities of the Fellowship within the Chapter's territory.
- C. Duties. Every chapter is required to comply with and observe all laws, rules and regulations of any public authority— federal, state or municipal— having jurisdiction within the assigned territory. The Fellowship shall not be liable for any failure of any Chapter or for any officer thereof to comply with any such law, rule, or regulation.
- D. Liabilities or Obligations. The Fellowship shall not be liable for any act or failure to act by any Chapter or any or all the members, committees, officers, agents, servants or employees thereof or for any obligation assumed or incurred by any Chapter except to the extent expressly authorized in writing by the Chairman of the Board of Directors or the President of the Fellowship.
- E. Address. The official address of a Chapter shall be that appearing on the application for a charter until another address is officially filed in writing with the Fellowship. Any notice to be given to a Chapter shall be deemed to be sufficiently given if mailed to the address registered with the Fellowship.

CHAPTER III: RULES, REGULATIONS, AND POLICIES FOR CHAPTERS

A. Organization and Administration

1. Organization of Chapters - When a group of individuals desires to start a Chapter of the Fellowship in a particular territory, they must qualify by becoming members of the Fellowship and then forward to the Fellowship a Charter Application.
 - The organizing group shall, within thirty (30) days after receipt of the Application for Charter:
 - a. Hold a meeting at which there shall be adopted the By-laws set forth in Chapter IV of this Manual.
 - b. Elect Executive Committee officers as provided in the By-laws.
 - c. Take such other action as shall be necessary to complete the organization of the proposed Chapter.
 - After completion of the Chapter organization, the Secretary of the proposed Chapter shall forward to the Fellowship the Application for Charter, provided by the Fellowship. Upon receipt of the application and the determination by the Fellowship that organizational requirements have been duly compiled with, the Fellowship will forward to the Chairman of the proposed Chapter, a Charter recognizing the organization as a Chapter of the Fellowship of Christian Firefighters International provided, however, that until issuance of such a Charter, the Fellowship reserves the right, in its discretion, to approve or disapprove the establishment of the proposed Chapter.
2. By-laws of Chapters - Every Chapter must adopt in full the By-laws set forth in Chapter IV of this Manual, and without modification thereof except as may be first expressly approved in writing by the Fellowship.
3. Emblem - No Chapter shall use any insignia or emblem other than that of the Fellowship. By written request, only the lower portion of the logo may have the name of the local Chapter inserted and said permission must be authorized in writing by the President of the Board of Directors.
4. Surrender of a Charter - The voluntary surrender of a Charter of a Chapter may be authorized by a vote of at least a majority of its members present and voting at a meeting specially called for that purpose. To be effective, however, said surrender must be accepted in writing by the Fellowship. A Charter will automatically be subject to surrender for failure to comply with the provisions or requirements of this manual in the time prescribed herein.
5. Withdrawal of Charter - If, in the opinion of the Fellowship, a Chapter has violated or is violating any provisions of the Certificate of Incorporation, By-laws, or Manual for Chapters, or any rule, regulation or policy of the Fellowship, or, if, in the opinion of the Fellowship, a Chapter has failed or refused to follow, or is failing or refusing to follow any rule, regulation or policy of the Fellowship, or if, in the opinion of the Fellowship, a Chapter has become insufficiently active, the Fellowship may withdraw the Charter of said Chapter by giving written notice to that effect to any officer of such Chapter and setting forth in said notice the cause or causes for said withdrawal.

Any failure of the Fellowship to withdraw the Charter of a Chapter on the happening of any of the grounds herein before set forth shall not be construed as a waiver by the Fellowship of any such violation and shall not prevent it from withdrawing the Charter of any such Chapter if any such violation continues, or upon the repetition of any such or similar violation.

If the Chapter concerned is unwilling then to accept the decision of the Fellowship as final, and so notifies it in writing within twenty (20) days after the giving of notice of its action, it may, by petition signed by at least a majority of its members, appeal in writing to the Board of Directors of the Fellowship. In case of any such appeal, the Board of Directors of the Fellowship shall determine the issue and mail written notice of such determination to an officer of the Chapter concerned and the decision of said Board shall then be final.

B. Membership of Chapters

- Basic Qualifications - Members of a Chapter shall consist of Christians who subscribe to and evidence an interest in carrying out the purposes of the Fellowship by willingly contributing their time, talent, and/or means toward its objectives. Membership in the Church of their choice is strongly recommended. The payment of dues specified by the Fellowship shall entitle each person to all rights and privileges of membership.
- Roster of Members - Each Chapter shall keep a current roster of names and addresses of the chapter

members.

- Membership in the International Fellowship - Members of a Chapter shall become members of the Fellowship of Christian Firefighters International and their names and addresses shall be forwarded annually to the international headquarters.
- Annual Dues - Chapters will be responsible for the payment of annual dues of \$35.00 for each of its members to the international headquarters for support of the international budget of the Fellowship. Any changes in said dues shall be determined by two-thirds of the International Board of Directors. The Board of Directors authorizes the collection of local chapter dues to carry out FCF ministries
- Certificate of Membership - Upon payment of initial dues, each member shall receive a card from the International certifying membership in the Fellowship

C. Activity and Operation of Chapter.

- Nature of Activities - Each Chapter shall plan and conduct meaningful Christian programs and promote interest and active participation in the purposes of the Fellowship.
- Publicity - Each Chapter should keep the members currently informed throughout the year of the purposes, needs and accomplishments of the Chapter and the Fellowship. The International Headquarters should be informed in detail of programs and activities of merit.
- Budgets - Each Chapter shall adopt a budget system, which will enable its governing body to plan the year's work based on the needs of the community for Fellowship services and the expected revenue of the Chapter.
- Chapter Funds - All funds and property received by or coming into the custody of the Chapter belong to and are trust funds and property of the Fellowship to be expended only for the purposes authorized by the Charter and only in accordance with the policies and regulations prescribed by its Board of Directors.
- Expenditures - No Chapter or Chapter official is authorized to commit the funds or otherwise obligate the Fellowship except to the extent that funds are available to the Chapter for discharging each commitment.
- Depositories - Chapter funds for current expenditures shall be deposited in banks that are insured by the Federal Deposit Insurance Corporation unless, upon application presented to the International office, the consent of the Treasurer of the Fellowship to the use of some other depository is obtained. Chapter funds not required for current expenditures shall be deposited in savings banks insured by the Federal Deposit insurance Corporation, or in other savings banks insured under a statewide guaranty plan or fund and approved by the Treasurer of the Fellowship. Chapter funds shall be deposited or invested in the name of the Chapter.
- Payments to Other Organizations - Chapters are not authorized to donate their funds or property to other organizations except in the conduct of authorized Chapter activities

D. Accounts and Auditing of Chapter.

- Fiscal Records - The accounts of each Chapter shall be kept in such manner as will show readily at all times the financial condition of the Chapter, the source of all its receipts, and the purpose of all its disbursements. Basic minimum records and fiscal controls required by sound accounting practices shall be established and maintained. Supporting documents for all expenditures shall be preserved.
- Examination of Records - Each Chapter shall supply promptly upon request of the International Headquarters any financial or other information with respect to its activities, and the International may examine or audit at any time any and all of the financial records or the books of account of any Chapter.

E. Members and Funds.

- Responsibility for Members and Funds - All Chapters shall seek new members and voluntary contributions to finance the budgetary requirements of the Chapters and the national organization. The responsibility for raising adequate funds to meet such obligations and financial requirements shall be the direct obligation of the Chapters. In discharging such obligation, the Chapters shall carry out their responsibilities in such a manner as they shall determine to be in the best interests of the Fellowship and the community as a whole.
- Financial Goals - The goal of the Chapters for fund-raising efforts shall be fixed by or pursuant to the methods prescribed by the Board of Directors.

CHAPTER IV: CHAPTER BY-LAWS

Article I: Authority

These By-laws have been adopted pursuant to authority evidenced by a Certificate of Recognition (hereinafter called the Chapter Charter) issued by the Fellowship of Christian Firefighters, Inc.

Article II: Name, Territory, and Office

Section 1. Name. This Chapter shall be known as the _____ Chapter of the Fellowship of Christian Firefighters International, Inc., (a general religious welfare corporation, hereinafter called the Fellowship.)

Section 2. Territory. The Territory the Chapter has selected to represent includes _____.

Section 3. Office. The headquarters and principal office of the Chapter shall be in City of _____, County of _____, State of _____.

Article III: Purpose

A. The purposes of this Chapter shall be to carry out on a local level the following:

- To glorify God in the Fire Service.
- To find fellowship together for individual growth in the Christian life.
- To serve the cause of Christ through the church of one's own choice.
- To encourage those in the Fire Service in their Christian lives.
- To bring Christian fire service personnel in their territory to a common goal of praying for the Fire Service and its members.
- To have local, state, interstate and international contact with fellow Christian firefighters.
- To perform the local functions of and, to the extent required, to participate in the other activities of the Fellowship in the Chapter's designated territory.

Article IV: Members and Membership

Section 1. Membership. The membership of the Chapter shall consist of those individuals within the Chapter's territory, certified by the Secretary of the Chapter of the Fellowship as being current in the payment of annual dues and having met the requirements of membership prescribed by the Fellowship, namely, Christians who evidence an interest in carrying out the purposes of the Fellowship by willingly contributing of their time, talent and/or means toward its objectives and by active participation in the church of their choice.

Section 2. Annual Dues. Members shall pay annual dues to the Fellowship of \$35.00 per year.

Section 3. Meetings. The membership of the Chapter shall meet as often as it deems necessary, but at least once each year at such a convenient hour and place, for the purpose of electing officers, reviewing the annual report, and any other reports that may be presented, and for the transaction of such other business as may properly come before the meeting.

Section 4. Special Meetings. Special meetings of the Chapter membership may be called at any time by the Executive Committee and must be called by the principal officer of the Chapter upon the receipt of written request of not less than one-third of the members of the Executive Committee or not less than fifty per cent of the Chapter membership.

Section 5. Notice of Meetings: All officers and members shall be notified of the annual meeting at least thirty (30) days in advance.

Section 6. Quorum. At any annual or special meeting of the Chapter membership, those present shall constitute a quorum.

Section 7. Voting. At every meeting of the Chapter membership, each present in person shall be entitled to one, and only one, vote, and voting by proxy shall not be permitted. Decisions on any question at a meeting of the Chapter membership shall be by majority vote of members present and voting.

Section 8. Termination of Membership. With the approval of the Fellowship and after the issuance of notice and the conduct of a hearing in accordance with procedures prescribed by the Fellowship, membership may be terminated by the council for conduct by any member detrimental to the Fellowship.

Article V: Executive Committee

Section 1. Number. The business and affairs of the Chapter shall be managed and controlled by an Executive Committee (consisting of the principal officers) and members-at-large of the chapter.

Section 2. Election. Members of the Executive Committee / Officers (hereafter referred to as Committee) shall be elected at each annual meeting of the Chapter membership. Committee members shall be expected to attend all meetings when off duty. Any member absent from two consecutive meetings without a valid excuse shall be considered unable to serve and the chairman/president shall appoint a member to fill the unexpired term.

Section 3. Vacancies. Any vacancy in the Committee may be filled temporarily by appointment by the Committee, any such appointee to serve until the next ensuing annual meeting of the Chapter membership.

Section 4. Regular Meetings. Regular meetings of the Committee shall be held at least four times yearly according to a schedule determined by the Committee. The first meeting of the members of the committee elected after the adoption of this section shall be held on the same day and immediately following the meeting at which they are elected.

Section 5. Special Meetings. Special Meetings of the Committee may be called by the Chairman and shall be called upon written request of one-third of the members of the committee.

Section 6. Notice. Notice of all meetings of the Committee shall be given by mailing or phoning the same at least three (3) days before the meeting to each of the members at the address furnished by such member for such purpose to the Secretary of the Chapter. No notice of any meeting shall be necessary when each member of the Committee is present, and notice may be waived in writing by any member. Except as otherwise specifically provided in the By-laws, notices of meetings of the Committee need not recite the nature of the business to be transacted at such meetings.

Section 7. Quorum. A majority of the membership of the Committee shall constitute a quorum, but a lesser number may adjourn the meeting.

Section 8. Compensation. The members of the Committee shall serve voluntarily and shall receive no compensation from the Chapter.

Article VI: Committees

Section 1. Committees. The Committee may appoint or provide for the appointment of such advisory and administrative committees from among the members of the Chapter as it sees fit and shall determine or provide for the determination of their duties and functions.

Section 2. Voting. Except as otherwise specifically prescribed in these By-laws, all decision at any meeting of committees established pursuant to Section 1 shall be by majority vote of those present and voting. Each shall have one, and only one, vote and no voting by proxy shall be permitted.

Article VII: Officers

Section 1. Officers and Duties. The principal officers of the Chapter shall be a President, Vice President, a Secretary, and a Treasurer or Secretary / Treasure and such other officers as the Committee may deem proper. The duties of the officers shall be such as usually apply to such offices and, in addition thereto, such further duties as may be designated from time to time by the Committee.

Section 2. Election, Qualification and Term of Office. The officers of the Chapter shall be elected annually by the membership from among their number at its regular annual meeting. Vacancies may be filled or new offices created and

formed at any meeting of the membership. Each officer shall hold office until his successor shall have been duly elected and qualified.

Article VIII: Fiscal Affairs and Audits

Section 1. Fiscal Year. The fiscal year of the Chapter shall commence on the first day of October and shall end on the thirtieth day of September in each year.

Section 2. Chapter Funds. All funds and property received by or coming into the custody of the Chapter belong to and are trust funds and property of the Fellowship to be expended only for the purposes authorized and only in accordance with regulations prescribed by the Fellowship.

Section 3. Deposits. All funds of the Chapter deposited in banks or depositories shall be deposited in the name of the Chapter. Such accounts shall be made only by checks or similar orders signed by the Treasurer, President, or Secretary. Only banks that are insured by the Federal Deposit Insurance Corporation may be used as depositories, unless the consent of the Fellowship to the use of some other depository is first obtained.

Section 5. Contracts. Unless specifically authorized in writing by the Committee, no officer, agent, or member of the Chapter shall have any power or authority, to bind the Chapter by any contract or engagement, or to pledge its credit or render it liable financially for any purpose or to any amount.

Section 6. Liability. The members and officers of the Chapter shall be free from liability, joint or several, arising out of or by reason of their serving as such members or officers, except to this extent that such liability results from their own individual or collective willful misconduct or neglect.

Article IX: Dissolution

After written notice to and approval by the Fellowship, the Chapter may be voluntarily dissolved by vote of the Chapter membership at a meeting called expressly for such purpose. The Chapter shall also be deemed dissolved when its Chapter Charter is revoked in accordance with procedures specified in the By-laws of the Fellowship. Upon the dissolution of the Chapter, all the Chapter's funds and property, its books and records, and its Chapter Charter shall be transferred and delivered promptly into the custody of such person as shall be designated by the Fellowship to receive such property on behalf of the Fellowship.

Article X: Amendments

Amendments of these By-laws not inconsistent with the Charter, By-laws, and regulations of the Fellowship may be adopted at any meeting of the Chapter membership at which a quorum is present, or such amendments may be adopted by a vote of two-thirds of the members of the committee present at a meeting expressly called for that purpose and at which a quorum is present, provided, however, that the written notice of any such meeting of the Chapter membership or the Committee must contain reasonably adequate notice of the terms of the amendments proposed.

APPLICATION FOR CHARTER

Filed by: _____

Date Filed: _____

Chapter: _____

Date and place of meetings of your organization: _____

If your meeting place and time change: Please so indicate:

List of Executive Committee or Officers: (Use back as necessary)

Name/Office:	Address	City, State, Zip:	Phone:	E-mail:
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Additional Information about and/or action taken by organizing group:

Having duly complied with the preliminary organizational requirements prescribed by section A, Chapter III, of the Organizational Manual, we hereby request approval of our application for Charter.

Signature

List of Members:

Name Address City, State, Zip: Phone: E-mail:
