

**BY-LAWS OF  
TWIN CITY CHINESE CHRISTIAN CHURCH**  
Roseville, Minnesota

**ARTICLE I – MEMBERSHIP**

**1.1 Admission of Members**

Any person who meets the criteria specified in Article V of the Constitution may apply to the Deacon Board (“DB”) through a Pastor or Minister of their respective congregation to become a member of Twin City Chinese Christian Church (hereinafter “TCCCC”). The Pastor or Minister shall submit their application to the DB for review. The DB shall review and vote on all membership applicants. Upon approval by the DB, the membership applicant shall become a member of TCCCC.

**1.2 Rights of Members**

All active members who are at least eighteen years of age shall have the right to vote and may be elected to a Church position.

Members of TCCCC have no rights in the property of TCCCC.

**1.3 Duties of Members**

Members are expected to be faithful in all the spiritual duties essential to the Christian life, including: the habitual practice of prayer and the reading of God’s Word; regular attendance of TCCCC worship services; regular contribution to support TCCCC’s ministries; and participation in its organized meetings and work.

**1.4 Discipline and Dismissal of Members**

TCCCC is to exercise discipline according to the principles found in passages such as Matthew 18:15-17 and Galatians 6:1 for the purpose of restoring erring members. Members who sin in a persistent and willing manner shall be subject to discipline. The Pastor-Elder Council (“PEC”) shall be responsible for the process of disciplining a member. If the attitudes and actions of the erring member persist, TCCCC may exercise discipline by dismissing the erring member.

**1.5 Inactive Members**

Members who fail to regularly participate in the worship services of TCCCC for a time period defined in the Membership Policy or who move away may be placed on the inactive list by the DB. Inactive members do not have the rights listed in Section 1.2. The DB may reactivate a member who returns to TCCCC according to the Membership Policy.

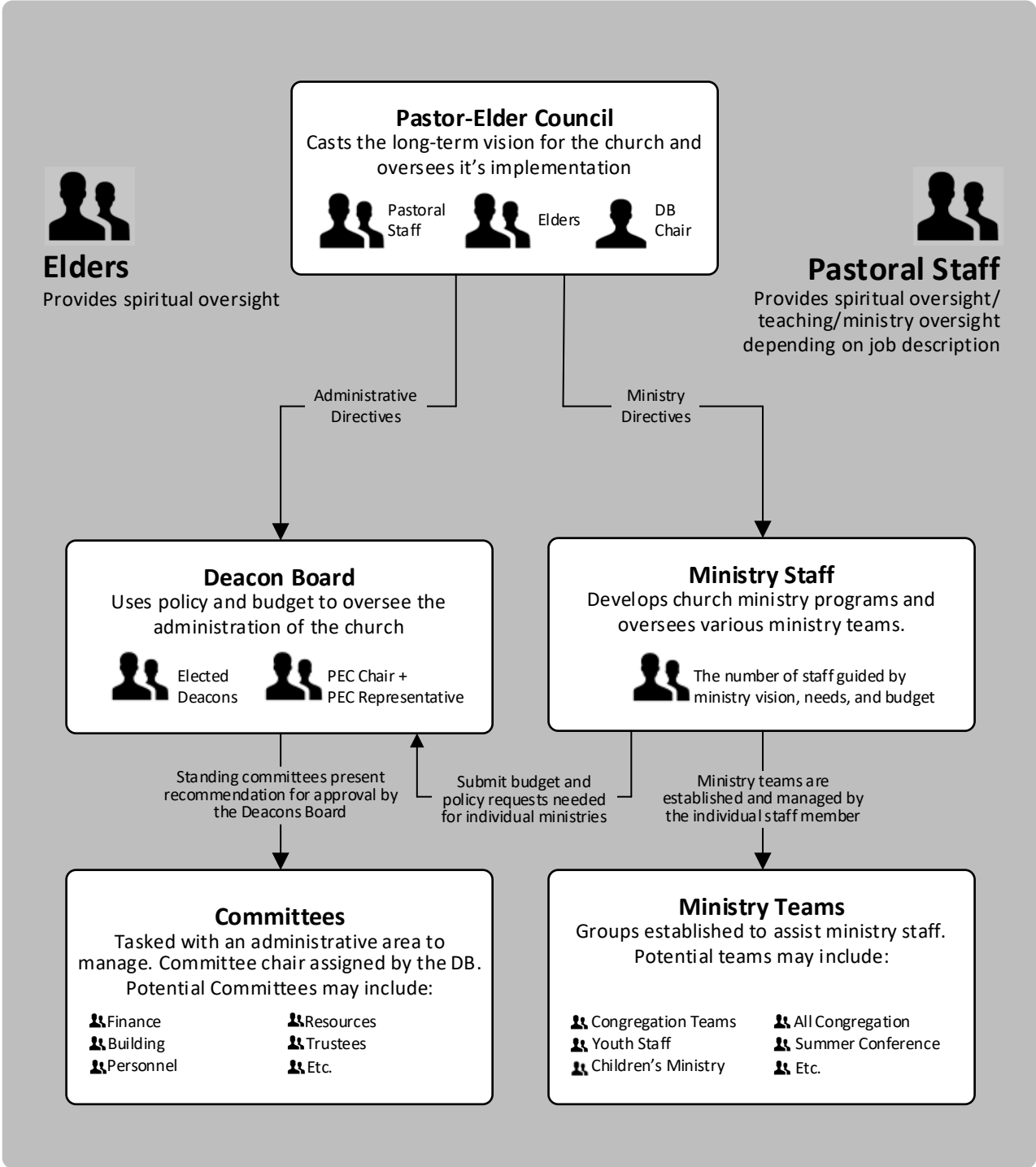
**1.6 Liability**

Members of TCCCC shall not be personally liable for the debts or obligations of TCCCC in any manner whatsoever.

**ARTICLE II - GOVERNANCE**

**2.1 TCCCC Leadership**

TCCCC is governed by the PEC and the DB. These two governing bodies are supported by Ministry Staff, Committees and Ministry Teams. The structure is shown in the diagram below:



## 2.2 Pastor-Elder Council (“PEC”)

All the Pastoral Staff and all the Elders shall together form the spiritual leadership of TCCCC. The PEC shall be elected from among the Pastoral Staff and Elders to represent all the Pastoral Staff and Elders.

### a. Organization

The members of the PEC shall consist of representatives from the Pastoral Staff, Elders, and the Chairperson of the DB. The DB Chairperson does not have voting rights in the PEC.

### b. Election of Chairman

A PEC chairperson shall be elected from its members for a one-year term. No term limits are applied to this role.

### c. Duties

The PEC shall provide the spiritual direction for TCCCC. PEC shall focus on shepherding matters that pertain to the whole church such as vision, long-term planning, unity, oversight of the Pastoral Staff and Deacons, as well as to ensure the programs and congregations of TCCCC uphold the purpose of TCCCC.

### d. Meetings

The PEC shall meet regularly for prayer and to review matters as needed that pertain to the whole church and present recommendations to be carried out by appropriate persons/Board.

## 2.3 Deacon Board (“DB”)

The DB shall be responsible for administrative duties related to TCCCC. They shall work to implement the mission and vision set by the PEC.

### a. Organization

The DB shall consist of the Deacons and 2 PEC representatives. The DB shall include at least a DB Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, and a Financial Secretary as required officers of TCCCC as specified in Article V of these By-Laws. The Secretary shall also be responsible for TCCCC communication. One person may fulfill more than one Deacon role. A Deacon may assume multiple roles but may only assume one officer role at a time.

### b. Duties

The DB shall be the policy-making board of TCCCC under the spiritual direction of the PEC and shall have responsibility for the administration of TCCCC and its finances.

- Policies and Budget: The DB may establish administrative policies, procedures and guidelines, and is to manage the overall TCCCC budget to help TCCCC achieve its mission and vision.
- Committee Oversight: The DB shall oversee the activities of the committees established by the DB.

### c. Meetings

The DB shall meet regularly for prayer, to hear the reports of its Deacons and Committees and to transact the regular business of TCCCC.

Special Board meetings may be called at any time by a member of the PEC, the DB Chairperson, or any three (3) members of the DB.

## 2.4 Committees

Committees shall be responsible for administering and implementing the programs of TCCCC. Committees shall be created by the DB and staffed by the DB as needed to fulfill the ministry objectives of TCCCC.

### a. Formation

Each Committee shall establish a written policy upon its formation. This policy should include details such as the purpose of the committee, how long the work of the committee will take, membership requirements for the committee, terms of service for committee members, required commitments such as meeting schedule, time commitment, and reporting requirements. The Committee will not be officially recognized by TCCCC until the policy is approved by the DB. Any changes to a Committee policy must be approved by the DB.

b. Oversight

The DB shall be responsible for the oversight of the Committees. The DB may determine whether oversight is done by an individual deacon or deacons assigned to the task or by the DB as a whole.

## 2.5 Trustee Committee

a. Calling and Duties

The DB or PEC may call for formation of a Trustee Committee for at least one of the following:

1. Represent the Church in a legal matter; and
2. Handle a Church property transaction involving the sale, purchase, or major renovation of the building(s) including mortgage execution.

The Trustee Committee may be elected by a Special Election or at the next Annual Meeting at the discretion of the DB.

The Trustee Committee shall stand for as long as necessary to conclude the legal matter(s) and/or Church property transaction(s) for which it was called. The DB may extend a formed Trustee Committee to address legal matter(s) or property transaction(s) arising after formation of the Trustee Committee even upon conclusion of the original legal matter(s) or Church property transaction(s).

b. Members and Election of the Trustee Committee

The Trustee Committee shall consist of at least 6 active members of the Church, including a PEC Representative, the current Chairperson of the Deacon Board, the current Financial Secretary, and three elected representatives from the membership at large. Eligible candidates shall meet one of the following requirements:

1. Has served as Chairperson of the Deacon Board.
2. Has served at least two terms as a Deacon for the Church.
3. Has served at least one term as a Deacon for the Church with approval from the Deacon Board.

Elected Trustees shall serve a term of three years. Should the Trustee Committee stand longer than three years, new Trustee elections shall be held. After serving for two consecutive terms on a Trustee Committee standing for longer than six years, a Trustee shall not be eligible for re-election until a lapse of one year. An elected Trustee member may resign from the office by giving the Trustee Committee advance notice of their intention to leave.

Members of the Trustee Committee are expected to exercise spiritual leadership by living a healthy and growing spiritual life, by actively participating in church functions, and by maintaining fellowship with members of the Church.

c. Legal Document Execution

All documents related to the Church legal matters and Church property transactions shall be executed by both the Chairperson of the Deacon Board and the Chairperson of the Trustees. If the Chairperson of the Deacon Board and the Chairperson of the Trustees is the same person, then all legal documents shall be executed by both (i) the person serving as the Chairperson of the Trustees and Deacon Board and (ii) the Vice Chairperson of the Deacon Board.

## 2.6 Ministry Teams

Ministry teams are established by Pastors and Ministers to assist them in their area of ministry.

a. Formation

Ministry teams shall be created and managed by the ministry staff or pastors as their needs dictate. Teams may focus on areas such as evangelism, worship, training, fellowship, and caring.

b. Oversight

Ministry teams are overseen by the ministry staff or pastors. The ministry staff or pastors shall have discretion over all aspects of team staffing.

## **2.7 Ex-officio Committee Membership of the Pastoral Staff and Elders**

Any Pastoral Staff or Elder may choose to attend any committee meeting in an ex-officio capacity. In ex-officio capacity, the Pastoral Staff's or Elder's role in the Committee is advisory and they shall have no voting rights. Any Pastoral Staff or Elder may be barred from attending Personnel Committee meetings at the discretion of the Personnel Deacon where sensitive or confidential matters are to be discussed including, but not limited to, compensation and disciplinary issues.

## **ARTICLE III – LEADERSHIP**

The leadership of TCCCC consists of the Pastors, Elders, and Deacons

### **3.1 Pastoral Staff**

The Pastoral Staff shall consist of the Pastors and Ministers of TCCCC and shall direct the ministries of TCCCC to fulfill the mission and vision of TCCCC.

a. Qualifications

Persons who demonstrate the following may be called as a Minister of TCCCC in accordance with the needs of TCCCC:

- Character reflecting the requirements stated in 1 Timothy 3:1-7 and Titus 1:6-9
- Evidence of the calling of God to a life of ministry,

Ministers ordained by TCCCC according to the Ordination Policy defined by the PEC shall be given the title of Pastor. The PEC will determine our church recognition of ordination of ministers occurring outside of T4C on a case-by-case basis.

b. Duties

The Pastoral Staff shall perform all the spiritual duties of the office, such as prayer and ministry of the Word (Acts 6:4), equipping God's people for works of service (Ephesians 4:11-12), spiritual leadership (Acts 20:27-31, 1 Peter 5:1-3), administering TCCCC ordinances, and representing TCCCC in weddings and funerals. Each Pastor and Minister shall perform these and other specific duties established or assigned by TCCCC under the direction of the PEC.

c. Church Call and Dismissal

TCCCC may call or dismiss a Pastoral Staff member by a two-third majority vote of voting members in attendance at a special meeting called to determine such matters. A Pastoral Staff member may retire or resign with written notice to the PEC and DB. In the case of resignation, the resignation shall be acknowledged by the PEC in writing.

### **3.2 Elders**

a. Members

Elders are called by the PEC, confirmed, installed, and ordained by TCCCC.

b. Qualifications

Persons who have been active members of TCCCC for at least five years with membership in good standing and who demonstrate the following may be called as an Elder of TCCCC in accordance with the needs of TCCCC:

- Character reflecting the requirements stated in I Timothy 3:1-7 and Titus 1:6-9, and
- Evidence of the calling of God to the ministry of an Elder.

c. Duties

The Elders shall exercise spiritual leadership by performing the duties reflected in I Peter 5:1-3, including: protecting the flock (I Peter 5:2, Acts 20:28), feeding the flock (I Timothy 3:2, Titus 1:9), leading the flock (Acts 20:28-31, I Peter 5:2-3), and caring for the flock's practical needs (James 5:14). Each Elder shall perform these and any other specific duties assigned by TCCCC under the direction of the PEC.

d. Church Call and Dismissal

An Elder shall be called by a two-third majority vote of voting members in attendance at a special meeting called to determine such matters, having followed the procedure for calling elders set forth by the PEC and DB. TCCCC may call or dismiss an Elder by a two-third majority vote of voting members in attendance at a special meeting called to determine such matters. They shall remain as Elders of TCCCC so long as they fulfill the duties stated in Section 3.2c.

An Elder may retire or resign as a TCCCC Elder by providing the PEC written notice.

### 3.3 Deacons

a. Members

Deacons are active Church members identified by the Nominating Committee or nominated by the congregation at large during the Annual Meeting and elected by the members of TCCCC.

b. Qualifications

Persons who have been active members of TCCCC for at least two years with membership in good standing, who demonstrate character reflecting the requirements stated in I Timothy 3:8-13, may be called as a Deacon of TCCCC in accordance with the needs of TCCCC.

c. Election, Dismissal, and Appointment

The Deacons are elected and dismissed by the active Church members. The Deacons shall serve two-year terms and may be elected for a second two-year term. If elected to two consecutive two-year terms, a Deacon shall not be eligible for re-election for one year.

In the case of vacancy resulting from a Deacon being dismissed or unable to complete their term, the DB may appoint a Deacon to serve until the next Annual Meeting or the remainder of the two-year term at the discretion of the DB. Appointed Deacons are still eligible to be elected to a two-year term following the conclusion of the term for which they are appointed. A former Deacon who completed two consecutive two-year terms and has not completed the one year of ineligibility may be appointed to fill a vacancy. This appointed Deacon is ineligible to be elected to the DB following the end of the appointed term.

An elected Deacon member may resign from the office by giving the DB advance notice of their intention to leave. The PEC may dismiss an elected Deacon for reasons of spiritual discipline.

#### **ARTICLE IV – ADDITIONAL STAFF**

##### **4.1 Ministry Staff**

Ministry Staff such as directors, interns, or others who have responsibility for a church ministry may be hired at the discretion of the DB or serve as volunteers to assist the Pastoral Staff in ministry. Each ministry staff shall serve under the leadership direction of a Pastoral Staff/Elder, performing specific duties according to their job descriptions established by the PEC, DB, and Pastoral Staff.

##### **4.2 Support Staff**

The DB may hire support staff at its discretion to help it carry out administrative or other non-ministry duties.

#### **ARTICLE V - OFFICERS OF TCCCC**

##### **5.1 Officers of TCCCC**

The officers of TCCCC shall consist of the following members:

- a. Chairperson of the PEC;
- b. Chairperson of the DB;
- c. Vice Chairperson of the DB;
- d. Secretary of the DB;
- e. Treasurer of the DB; and
- f. Financial Secretary of the DB.

In case a vacancy occurs in any office, the remaining term of the office shall be filled as following:

- a. The Chairperson of the PEC shall be elected by the PEC
- b. The Chairperson and Vice Chairperson of the DB shall be elected by the DB. The Secretary, Treasurer, and Financial Secretary of the DB shall be appointed by the DB.

##### **5.2 Duties**

The duties of the officers shall be as follows:

- a. The Chairperson of the PEC: The PEC Chairperson shall have general oversight of the PEC, which shall have oversight over the DB.
- b. Chairperson and Vice Chairperson of the DB: The DB Chairperson shall have general oversight of the DB and preside over all DB meetings and the regular or special business meetings of TCCCC. In the absence of the Chairperson, they may authorize, in writing, the Vice-Chairperson to assume their duties.
- c. Secretary: The Secretary shall keep the minutes of the Board meetings and the business meetings of TCCCC, conduct the correspondence of TCCCC upon the request of the DB, and keep the DB policies and records current.
- d. Treasurer: The Treasurer shall be responsible for the following tasks:
  - Receive all monies jointly with the Financial Secretary and keep an accurate account of all monies received,
  - Pay all approved obligations, and
  - Maintain a detailed record of all financial transactions of TCCCC as detailed in the finance policy.

- e. Financial Secretary: The Financial Secretary shall be responsible for the following tasks:
  - Receive all monies jointly with the Treasurer and keep an accurate account of all monies received,
  - Audit the financial transaction record of TCCCC and publish a financial report monthly to DB,
  - Oversee bookkeeping transactions,
  - Oversee investment of TCCCC funds,
  - Prepare an annual budget proposal and midyear budget adjustment proposal if required and present the proposal(s) to the DB for approval by TCCCC,
  - Bookkeeping help may be designated to persons outside of the Deacon Board subject to the approval of the DB, and
  - Develop and perform long-term Church finance planning to support Church ministries with the support of the Finance Committee.

### **5.3 Election and Terms of Officers**

The method for assigning the officers of TCCCC are as follows:

- a. Chairperson of the PEC  
The chairperson of the PEC is elected directly by the members of the PEC and serves a one-year term.
- b. Chairperson of the DB  
The Chairperson of the DB is elected directly by the members of the DB and serves a one-year term. There are no term limits for the position, but this individual is bound by the general term limit restrictions applicable to all members of the DB.
- c. Vice-Chairperson of the DB  
The Vice-Chairperson of the DB is elected directly by the members of the DB and serves a one-year term. There is no term limit for the position, but this individual is bound by the general term limit restrictions applicable to all members of the DB.
- d. Secretary, Treasurer, and Financial Secretary of the DB  
The Secretary, Treasurer, and Financial Secretary of the DB are elected by the DB.

## **ARTICLE VI – STANDING COMMITTEES**

The standing committees shall be responsible for administering and implementing programs of TCCCC. Pastoral Staff, Elders, DB Chairperson and Treasurer may serve on a standing committee but are not required. Additional members of the standing committees shall be named from TCCCC membership subject to the approval of the DB.

### **6.1 Organization and Responsibilities**

- a. Finance Committee

The Finance Committee shall assist the Financial Secretary in developing and performing long-term Church finance and planning to support Church ministries. The Finance Committee shall also assist the Treasurer in the collection and management of offering.

- b. Building and Grounds Committee

The Building and Grounds Committee shall be responsible for the management of TCCCC properties, including their maintenance, repairs, improvements and establishing the rules for the use of Church properties. The Building and Grounds Committee shall also be responsible for developing and performing long-term facility planning to support Church ministries.

- c. Missions Committee

The Missions Committee shall promote, publicize, develop and supervise missionary interests, activities, commitments, and involvement of TCCCC that operate outside the local ministry scope of TCCCC.



d. Personnel Committee

The Personnel Committee shall include a minimum of 1 Elder. Additional members may be appointed by the Deacon Board. The Committee, subject to the approval of the Deacon Board, shall establish the personnel policies and determine the qualifications, job descriptions, and conditions of employment for the Church Staff. It shall be responsible for recruiting, interviewing, and maintaining the personnel records and job performance of all the Church Staff members.

e. Nominating Committee

The Nominating Committee shall consist of a member elected from the DB and three members elected at large from TCCCC membership, one from each congregation. The chairperson of the Nominating Committee shall be elected by its own members. The Committee shall seek the consent of the members nominated for election before placing their names on the ballot for election. The nominations of the committee shall stand. Additional nominations may be made from the floor during the election. The additional nominations, apart from the Committee nomination, may not exceed the number of candidates to be elected.

f. Other Special Committees and Official Church Groups

The DB may appoint and form other standing committees as necessary. The committee chairs/coordinators shall be Church members. Approval from the DB is required on a case-by-case basis for non-members to serve in the above capacity.

**6.2. Committee Chairperson**

The Chairperson of each committee may be a member of the DB if required by the DB. The Committee Chairperson will oversee the planning and the execution of the committee's responsibilities.

**6.3 Term of Office**

The members of all Standing Committees shall serve a term of one year. The members of the Nominating Committee shall serve until the date of the election for these offices.

**6.4 Reports**

Upon the request of the Chairperson of the DB, each committee chairperson shall submit a written report of the committee's work to the DB.

**6.5 Policy**

Each Standing Committee shall establish policy within the area of its responsibility. The policy established by each Standing Committee shall be subject to approval by the DB.

**6.6 Fiscal Year and Budget**

The fiscal year of TCCCC begins on January 1 each year and ends on December 31 of that year. The fiscal budget shall be approved by the members by the end of November of each year. A finance report shall be prepared and presented to the members at the annual meeting.

Each Standing Committee shall present its financial needs to the Treasurer and Financial Secretary for inclusion in the proposed annual budget and shall exercise supervision over the expenditure budgeted to its areas of responsibility.

The Missions budget is a part of the general budget. The DB may approve the establishment of special endowment funds to promote and support mission projects.

**6.7 Number of Committee Members**

Unless otherwise specified, each Standing Committee shall determine the number of its membership according to the scope of its responsibilities.

**6.8 Term and Committee Membership**

Notwithstanding the specific policy of a Standing Committee, each committee member of a Standing Committee shall serve of a one year term.

Unless permitted by the DB, Committee members may only serve one Standing Committee at a time.

**ARTICLE VII – BUSINESS MEETINGS**

TCCCC shall have an annual meeting and other business meetings.

**7.1 Annual Meeting and Election of Deacons**

The annual meeting shall be held in April of each year. The exact meeting date shall be announced by the DB at the regular Sunday services for two successive Sundays prior to the meeting.

The annual meeting shall include the election of Deacons and other positions, as required. The members of the PEC, the Elders, and the DB shall present annual reports, and the results of other business transactions. The terms of office of the newly elected Deacons shall be effective May 1 of each year.

Special matters, proposals and other voting matters brought forth by the members or the leadership of TCCCC and recommended by the DB may be scheduled for voting on at the annual meeting at the discretion of the DB. Should a vote be scheduled for the annual meeting, the vote shall be announced by the DB at the regular Sunday services for at least two successive Sundays prior to the meeting.

**7.2 Business Meetings**

A budget approval meeting shall be called prior to the beginning of each fiscal year for the purpose of approving the budget. All members shall be informed of the proposed new budget at least two weeks in advance.

Other special business meetings may be called by the DB or by a written request of at least 10% of the members of TCCCC. All members shall be informed of the date and purpose of the business meetings through public announcement for at least two weeks in advance.

**7.3 Congregational Approval**

Congregational approval shall be required for the following matters:

- a. Calling of Pastoral Staff and Elders;
- b. Election of Deacons, Nominating Committee, and Constitution Amendment Committee;
- c. Approval of TCCCC budget;
- d. The purchase and sale of TCCCC Real Estate; and
- e. Special matters brought forth by the active members or the PEC or DB.

Special Matters include but are not limited to Expenditures that are not included in the budget or are over the approved budget and exceed the threshold set forth in the Finance Policy.

#### **7.4 Voting**

- a. Voting privilege shall be restricted to active members who are at least 18 years old.
- b. All candidates nominated by the Nominating Committee must receive at least 34% of the casted vote to be elected.
- c. At the discretion of the DB, absentee voting at Twin City Chinese Church shall be permitted for the following matters:
  - i. Calling of Pastors and Elders,
  - ii. Election of Deacons, Nominating Committee, and Constitution Amendment Committee,
  - iii. Approval of TCCCC budget,
  - iv. The purchase and sale of TCCCC Real Estate; and
  - v. Special matters brought forth by the members of the leadership of TCCCC.

Absentee ballots will be provided at the corresponding communication meeting for the matter to be voted on.

Absentee voting at Churches planted by Twin City Chinese Christian Church shall be permitted for all voting matters.

A voting meeting shall be called at the planted Church on the day of the vote at TCCCC or earlier. All ballots shall be distributed and collected during the voting meeting.

All absentee ballots shall count toward the quorum requirements of Section 7.5.

#### **7.5 Quorum**

A quorum may be confirmed by either a count of the members in attendance prior to a vote, or through a count of total ballots cast (including absentee ballots). In cases where quorum is determined after voting has taken place, the vote result is only valid if the quorum has been achieved.

- a. For ordinary matters, a quorum shall consist of 20% of the voting members and is approved by a simple majority.
- b. For the following matters, a quorum shall consist of 34% of the voting members:
  - i. Calling or dismissing a Pastor or an Elder,
  - ii. Voting on amendments to the Constitution or By-Laws, and
  - iii. Purchasing and selling transactions involving Church real estate.

Except for By-Law amendments, these matters also require approval by a two-thirds majority for passage instead of a simple majority for all other matters. By-Law amendments still require a 34% quorum, but may be passed by a simple majority. A two-thirds majority means two-thirds of votes cast must approve the motion. For matters requiring a two-thirds majority vote, an abstain vote is neither a yes or no vote but counts toward the total votes cast.

#### **7.6 Rule of Order**

The rule contained in the latest edition of "Robert's Rule of Order" shall govern the business proceedings of TCCCC in all cases, where the rule is consistent with these By-Laws.

### **ARTICLE VIII –ELDER MEETINGS**

**8.1 Regular Meetings**

The Elders shall meet regularly for prayer and to review matters as needed that pertain to the whole church and present recommendations to be carried out by appropriate persons/Board.

**8.2 Special Meetings**

Special Board meetings may be called at any time by a member of the Pastoral Staff, Chairperson of the Elders, or any other two (2) members of the Elders.

**ARTICLE IX – PASTOR-ELDER COUNCIL (PEC) MEETINGS**

**9.1 Regular Meetings**

The Pastor-Elder Council should meet at least once a month for prayer and to review matters as needed that pertain to the whole church and present recommendations to be carried out by appropriate persons/Board.

**9.2 Special Meetings**

Special PEC meetings may be called at any time by a member of the PEC.

**ARTICLE X –DB MEETINGS**

**10.1 Regular Meetings**

The DB shall meet at least once a month for prayer, to hear the reports of the officers, and to transact the regular business of TCCCC.

**10.2 Special Meetings**

Special Board meetings may be called at any time by a member of the Pastoral Staff, the Chairperson, or any other three (3) members of the DB.

**ARTICLE XI – CHURCH FINANCE**

**11.1 Reserve Fund**

A reserve fund in the amount of 20% to 25% of the annual general budget or as otherwise specified in the Finance Committee Policy should be held as a reserve fund for unanticipated expenditures.

**11.2 Fiscal Year**

The fiscal year of TCCCC shall begin on January 1 each year and end on December 31 of the same year. The fiscal budget for the next fiscal year shall be approved by the members by the end of November of the prior year. A finance report shall be prepared and presented to the members at the annual meeting.

**11.3 Annual Budget Needs**

Each Committee shall present its financial needs to the Treasurer and Financial Secretary for inclusion in the proposed annual budget and shall exercise supervision over the expenditure budgeted to its areas of responsibility.

**11.4 Missions Budget**

The Missions budget is a part of the general budget. The DB may approve the establishment of special endowment funds to promote and support mission projects.

## **ARTICLE XII – BY-LAWS AMENDMENTS**

### **12.1 By-Laws Amendment Committee**

Should it become necessary to make By-Laws amendments, the DB shall appoint a By-Laws Amendment Committee consisting of three members, to review such amendment needs. By-Laws sections may be amended by a majority vote of voting members in attendance at a special business meeting. The proposed amendment shall be introduced in writing for two successive Sundays at the regular services prior to the said business meeting.

### **12.2 Restrictions**

The By-Laws Amendment Committee may not propose Constitutional amendments. The Constitutional Amendment Committee may propose amendments to the Constitution and By-Laws. A By-Law Amendment Committee and a Constitutional Amendment Committee may not exist at the same time. If both By-Law amendments and Constitution amendments are required, a Constitutional Amendment Committee shall be convened.

## **ARTICLE XIII – CHOICE OF LANGUAGE**

The By-Laws and any amendments thereof shall be drafted in English and an official Chinese translation shall be prepared.

In the event of a conflict between the English version and Chinese version, the English version shall be the controlling document.

The DB may authorize correction of the Chinese version to conform the Chinese version to the English version. Any amendments to the English version will require a by-laws amendment pursuant to the procedures in Article XII of the By-Laws.

- Original Constitution of Chinese Christian Fellowship CCF (circa 1958)
- 1<sup>st</sup> Amendment to the Constitution of CCF (April, 1976)
- 2<sup>nd</sup> Amendment to the Constitution of CCF (July, 1980)
- 3<sup>rd</sup> Amendment, Changed to Constitution and Bylaws of Twin City Chinese Christian Church TCCCC (May, 1989)
- 4<sup>th</sup> Amendment to the Constitution and Bylaws of TCCCC (June, 2002)
- 5<sup>th</sup> Amendment to the Constitution and Bylaws of TCCCC (April, 2007)
- 6<sup>th</sup> Amendment to the Constitution and Bylaws of TCCCC (November, 2023)