

Who we are

**The Fellowship of Christian Puppeteers is a 501(c)6 non-profit organization started in 1974. We are a fellowship of creative artists who have a desire to connect with others in our field. Our First name is Fellowship and we exist to help one another share the Gospel of Jesus Christ through puppetry and the creative arts.**

**The Bylaws**

 **of the**

**Fellowship of Christian Puppeteers**

**2018 Edition**

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**BYLAWS OF THE FELLOWSHIP OF CHRISTIAN PUPPETEERS**

Revised July 27, 2018

The Bylaws of the Fellowship of Christian Puppeteers shall reflect its constitution and expound and clarify the contents within this document. The purpose of the Bylaws is to give direction to the membership and officers of the organization in all aspects of operation.

**ARTICLE I – MEMBERSHIP**

**Section i. - Application of Membership**

1. An application for membership shall be made by using the FCP official membership application. All applications must be completed in entirety, include the applicant’s name, address, contact information, proclamation of faith and signature. The application must be submitted online or in person.
2. All applications and required fees received by any of the Board Members shall be forwarded to the FCP Vice President who will then process the new member by updating the membership list and then send any monies received to the Treasurer.

**Section ii. - Membership Dues**

1. Annual membership dues shall be due by the end of the first full day of the National Annual Conference.
2. Any change in the amount of Membership dues must be approved by a two-thirds (⅔) vote of the Board.
3. The membership shall be notified of any dues adjustments at least sixty (60) days before the membership renewal deadline.

**Section iii. - Disqualification of Membership**

1. Members involved in any criminal or illegal activity, having a sexual predatory history, or committing any acts against the standards and morals of FCP may have their membership revoked.
2. Members who do not agree to and adhere to the Constitution and Bylaws of the organization or act in a manner harmful to the organization may have their membership revoked by a two thirds (⅔) vote of the Board.
3. Members who fail to pay the required dues.

**Section iv. - Membership Responsibilities**

1. Each member is to maintain their own membership (to include paying their own dues), to participate in the Annual Business Meeting, to vote in the annual elections and to participate in social media to encourage the development of FCP.
2. It is the right and it is encouraged of every member in good standing with FCP to discuss any concerns with the structure, actions and policies of the FCP.
3. Members should voice their concerns to any of the officers or at the Annual Business Meeting.
4. Each member is to share ideas, volunteer talent, time and promote FCP.

**ARTICLE II – OFFICERS**

**Section i. - Executive Board**

1. Collectively, the Board shall have general control over the policies, activities and finances of FCP within the confines of the FCP Constitution, these Bylaws, the local, state and federal laws, and any moral or ethical standards set forth in the Bible for Christian leadership.
2. The Board, by a majority vote, shall decide whether any special activities shall be entered into or whether any special commitments shall be made. The Board shall authorize expenditures considered necessary and in the best interest of the FCP with due regard to the financial status of the fellowship.
3. In case of death, disqualification, resignation, or any other circumstances which render an officer unable to continue to fulfill the obligations of their position, the Board may by unanimous vote, appoint a successor to serve until the next regular business meeting or official election when the vacancy can be filled by the election process.
4. In addition to other duties prescribed in the Bylaws, the Board shall have full and complete power in all matters relating to the policy of the organization.
5. Any questions on the interpretation of these Bylaws or the Constitution shall be decided upon by a majority vote of the Board. Any interpretative issue made by the Board shall be reported at the Annual Business Meeting for the membership’s consideration.

**Section ii. - Summation of duties**

1. President
	1. Attend and preside at all officer and Annual Business Meetings
	2. Make any tie breaking decisions or votes on the Executive Board.
	3. Appoint committee chairpersons and act as an ex-officio member of all committees.
	4. Provide administrative oversight while acting on behalf of the organization.
	5. Ensure that all Bylaws, local, state, and federal laws are adhered to at all times.
	6. Ensure that the integrity of the Church of Jesus Christ and the best interest of the organization and its reputation is maintained at all times.
	7. Inform all officers of the results of any votes made between the Annual Conferences in order to keep transparency between the officers and send written responses to the Secretary to be filed.
	8. It shall be the duty of the outgoing President to notify his successor of the following:
		1. Complete report on the financial situation of the organization, as provided by the organization’s Treasurer.
		2. Information on all pending problems, issues, outstanding requirements, and incomplete actions for the organization.
		3. It is to be understood that the President is subject to the majority of the officers and should not assume a dictatorial role over the organization.
		4. The immediate past President, following the expiration of his/her term, will serve as the Executive Adviser.
2. Vice President
	1. In the absence of the President, the Vice President shall preside at all meetings and perform all other duties required of the office of the President. In the event that the President may resign, the Vice President will become President for the remainder of the active term and appoint a Vice President who meets with the majority approval of the other officers.
	2. The Vice President shall:
		1. Find the host campus for the Annual Conference subject to the approval of the officers.
		2. Serve as chairperson of the nominating committee.
		3. Serve as Chapter Liaison.
3. Secretary
	1. The Secretary shall keep a true and accurate record of all proceedings of the organization together with the minutes thereof.
	2. Keep a master file of all correspondence pertaining to the office and perform such other duties as may be delegated by the Board.
	3. Ensure that the minutes of the Annual Business Meeting are posted promptly and in an appropriate media for all membership.
	4. Ensure all election results are provided to the President for announcement before the end of the conference and to the Newsletter Editor for inclusion in the next FCP Newsletter.
	5. Maintain all official files, as listed below, for no less than seven (7) years.
		1. Minutes of Business Meetings
		2. Minutes of Officers Meetings
		3. Master file of all Newsletters
		4. Compile all fiscal reports
		5. Assist officers and editors as directed by the President
	6. All official records and files shall be kept for at least seven (7) years and may be destroyed after that period with the approval of the Board.
	7. If any action of the officers is required between meetings, the Secretary shall provide a written account of the any business to each officer via e-mail or registered mail. The officers shall accept or reject any proposal in writing within fourteen days of the mail-out. A majority vote is required for action. The Secretary will then send the written responses to the President so that he/she can inform the other officers. The Secretary will then file a copy for the organization records.
	8. The Secretary shall supply copies of all the archived minutes to the newly elected Secretary. A duplicate set will be held by the President.
4. Treasurer
	1. Receive all monies paid to the organization and deposit them in a depository of reputable standing approved by the officers.
	2. Promptly pay all obligations and disbursements of the organization.
	3. Maintain accurate accounting records for each account and record all receipts and disbursements of the FCP in a manner consistent with acceptable accounting practices.
	4. Provide an accurate financial report at the Annual Business Meeting and a copy of said reports to each voting member upon request.
	5. Keep all financial records for a period of seven (7) years at a minimum.
	6. The Treasurer shall file all 941 tax forms, as well as any other financial forms required by the government agencies, by April 15th of each year and maintain all documents necessary to do this.
	7. It is the responsibility of the incumbent Treasurer to complete and close-out all financial matters relating to that year’s conference within two months after the conference ends and to issue a financial statement to all incumbent and newly elected officers.
	8. An audit committee of three (3) FCP members in good standing shall be appointed by the Board. The Treasurer should be prepared to present all necessary records to the audit committee by the first (1st) of February each year.
5. Executive Adviser

The Executive Adviser will assist the President and other officers as deemed necessary.

1. Director of the National Conference
	1. This an optional position that the board may choose to use at its discretion. Should this position not be utilized, it’s duties and responsibilities may fall to the Vice President.
	2. The Director of the National Conference shall plan all conference activities, such as:
		1. Performances
		2. Workshops
		3. Special Activities
	3. Conference Director shall work under the direct supervision of all officers. No decisions for honorariums, expenses paid, or special activities shall be made without prior approval from the officers.
	4. The Conference Director is responsible for a monthly report to the officers. A complete conference report must be submitted to the officers no less than 30 days after the Conference.
	5. Conference Director will be allowed to attend conference free of charge in exchange for the work completed throughout the year.
	6. Conference Director is responsible for appointing coordination of volunteers for whatever services may required.

**ARTICLE III – SUPPORT ROLES**

**Section i – Website Designer**

1. Shall maintain a professional Website FCP for the purpose of communicating with the membership and introducing FCP to new people. The Website Designer shall be responsible for maintaining and designing website. All entries for the website will be submitted to the Website Designer. The Website Designer will update as necessary and be allowed creative freedom to make the website appealing and interesting to visit.
2. Website Designer shall be allowed to attend conference free of conference registration fees.
3. Website Designer shall work in close connection with the Board of officers. Major decisions such as changing of the host must have approval of the Board.
4. The Website Designer may appoint committees to help as needed.

**Section ii – Editor of the Newsletters**

1. The President shall appoint a Newsletter Editor.
2. The Editor shall be subject to the direction of the Board and shall be responsible for content, accuracy, layout and editing as well as the prompt distribution of the Newsletters.
3. The editor is required to be present at all meetings to provide information concerning Newsletters.
4. The Editor may appoint associate editors, as necessary, to assist with the various aspects of the Newsletter production and distribution. These appointees will be with the approval of the Board.

**ARTICLE IV – NEWSLETTER**

**Section i. - Newsletter**

A Newsletter will be published as often as there is news that is beneficial to the membership.

**ARTICLE V – FCP COPYRIGHT**

**Section i. - Copyright Policy**

A written request must be submitted and approved by FCP Officers before any copyright registered emblem or design of the FCP may be used or reproduced.

**ARTICLE VI – REGIONAL CHAPTERS**

**Section i. - Requirements of the Regional Chapters**

1. There must be a minimum of six (6) persons who understand and agree to the Doctrine and Creed of FCP. They must follow the Constitution and Bylaws and be willing to become leaders of a chapter in order to charter a regional chapter.
2. Four (4) of the Charter Members must be members of FCP.
3. Officers must include:
	1. President
	2. Vice President
	3. Secretary
	4. Treasurer
4. Chapters are expected to house a Day of Puppetry and Creative Arts, with workshops and performances, at least once a year.
5. Information about any upcoming events and activities must be reported to FCP so that can be included in the Newsletter.
6. There must be an annual report sent to FCP which will include:
	1. Financial Statement
	2. Membership Report
	3. Day of Puppetry
	4. Creative Arts Report
7. Chapters must strive to upgrade the use of the creative arts in Christian Ministry.
8. Chapters must advertise the regional event and FCP National Annual Conference.
9. Dues may be charged to underwrite expenses.
10. Chapters must prepare and submit their own Bylaws to the FCP Board for approval and formal recognition.

**NOTE:** The Constitution of FCP must be used and followed by all chapters. The Bylaws of the National FCP may be used as a guide for building Chapter Bylaws.

**Section ii. - Dissolution of Regional Chapters**

As part of an incorporated non-profit organization, chapters must maintain all requirements as listed in Section i. In the event that a chapter fails to meet one or more requirements, they will receive written notice. After their second (2nd) non-compliance, a registered letter will be sent to the President informing the chapter of their non-compliance. If a third (3rd) warning is necessary, the National FCP Officers will meet to vote on the dissolution of the regional FCP chapter.

**ARTICLE VII – DISSOLUTION**

**Section i. - Dissolution Process**

In the event of the dissolution of the Fellowship of Christian Puppeteers, all tangible assets and holdings shall be distributed to other non-profit 501 (c)6 organizations as would be compatible and in full agreement with the letter and spirit of this Constitution. In this event all decisions would be made by majority vote of the remaining members in good standing after all outstanding debts and general liabilities have been satisfied.

I, as a member of the Executive Board, hereby agree to and approve the above document and with my signature vow to uphold and honor the Constitution as set forth by the Fellowship of Christian Puppeteers Membership. As an officer, I understand what is required of me and my position based on this document and will pass this understanding along to my successors who must, in order to serve on the Board, agree to the same.

President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sign and Date

Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sign and Date

Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sign and Date

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sign and Date

Executive Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sign and Date