



APPROVED: March 3, 2006

**CONSTITUTION AND BYLAWS
of the
BOEING CHRISTIAN FELLOWSHIP
(BCF)**

PREAMBLE

We, the members of the Boeing Christian Fellowship, come together to fellowship in the name of our Lord and Savior, Jesus Christ; to testify and give thanks to our God for His grace, mercy and forgiveness; to provide the opportunity for all Boeing employees to study the Holy Bible; to promote the application of Scriptural truths; and to encourage greater understanding of God's purpose in each of our lives. We further gather to pray for the Boeing Company, our Community, our Country, and to intercede for the needs of others.

**ARTICLE I – MEMBERSHIP, MEETINGS, ATTENDANCE, OFFERINGS AND BUSINESS
TRANSACTIONS**

1. MEMBERSHIP

- a. The Boeing Christian Fellowship is an officially sponsored club of The Boeing Company.
- b. A member of the Boeing Christian Fellowship is: An employee of Boeing who agrees to have his/her name on the Christian Fellowship club roster and either attends a Bible Study meeting at least 4 times a year; or financially contributes to or participates in a Christian Fellowship cause, function, or charity.
- c. Insurance: Boeing provides insurance, at a cost, for each BCF member

2. MEETINGS

There are 3 types of meetings conducted by the Boeing Christian Fellowship:

- Business
- Bible Study
- Special Events Meetings

Business Meetings

- a. The Board of Officers shall meet as often as required to conduct the business of the BCF.
- b. A quorum shall be 1/3 of the Board of Officers (Elected plus appointed, excluding advisors)

Bible Study Meetings

- a. Group meetings may be held on a daily to weekly basis as established by individual groups and led by elected or approved area group leaders. There is no minimum attendance requirement
In the event that the elected leader is unavailable, a substitute may be appointed for up to 4 months without review of the BCF Board
- b. The meetings will be conducted during lunch periods and shall not interfere with regular work schedules. The meetings shall close at or before the end of the lunch period.
- c. It is the responsibility of each study to have conference rooms reserved prior to meeting. (Any "work related" business meeting takes precedence over a BCF meeting)
- d. The BCF is non-denominational/inter-denominational. As such, for the purpose of fairness and unity the following guidelines have been established:
 - 1) The Bible Study meetings shall be Biblically based.
 - 2) Discussion of individual beliefs/doctrines as appropriate to the topic is encouraged. (Not just those of the study leader)
 - 3) As long as members truly abide by the statement of faith presented in Article III, all members have a right to express their understanding of Scripture without fear of harassment.
 - 4) No person shall be denied his/her position while he correctly uses scripture as a basis of argument.
 - 5) If unreasonable discord arises, the study leader has the responsibility to terminate discussion and move on, whether or not a person has had his/her chance to speak.
 - 6) Any study material used, other than the Bible, shall be reviewed and approved prior to the material being used, in accordance with the attached "BCF Bible Study Materials Review Policy." (Approved at June 2004 Meeting)

Special Events Meetings

Special meetings will follow the same guidelines as the Bible Study Meetings but may be conducted at times other than during work hours. Special meetings may be:

- a. Prayer
- b. Worship
- c. Special Interest - Guest Speakers/Videos

3. ATTENDANCE

- a. Group meetings shall be open to any Boeing employee.

4. OFFERINGS

- a. No compulsory dues shall be collected from BCF members. Opportunity shall be provided for freewill offerings during group meetings to be used for specific goals established by the BCF.
- b. Each area group leader should provide a "receptacle" at their meetings to receive offerings from anyone interested in financially supporting any BCF outreach or activities

5. BUSINESS TRANSACTIONS

Except as otherwise specified, transactions of the BCF business shall require a majority vote. Such voting shall be held during regular meetings of the individual groups. Following is the minimum acceptable procedure for a motion to pass:

- a. Board approves a motion by majority vote.
- b. Study leaders present motion to their respective groups at least once. Study leader records votes for and votes against
- c. All Study leaders provide results to the Board
- d. The Board combines all votes to determine majority decision

ARTICLE II – DISTRIBUTION OF OFFERINGS

Offerings received from BCF members shall be recorded by the area group leader making the collection and given to the BCF Treasurer who recounts the funds received and deposits the money in the Credit Union BCF account. Money shall be withdrawn for disbursement only for projects approved by the Board. Projects involving \$25 or more must be approved by a majority of the BCF Board members. The purpose of each withdrawal shall be noted in the checkbook ledger. All checks written against the BCF Credit Union account require two (2) signatures – Treasurer and one (1) executive Board officer.

Boeing Christian Fellowship financial commitments are listed as follows:

1. Jim and Miriam Marquardt - former MDAC Christian Fellowship members who left the company in early 1970 to become Missionaries for CHRISTIANS IN ACTION (home office located in Long Beach, CA).
2. "OUR DAILY BREAD" booklets - received from Radio Bible Class Ministry, Grand Rapids, Michigan. Booklets are distributed to the Boeing Christian Fellowship every three months
3. Christian films - periodically shown throughout the Huntington Beach location or other Boeing off-site facilities as requested and approved.
4. Bibles - Bibles, as approved by the BCF Board, are purchased and given at no charge as a ministry to new believers and/or those who are interested in the Word of God and salvation.
5. Tracts - Upon prayerful consideration and approval of the Board, BCF funds can be used to purchase tracts for distribution to Boeing employees, their families, and visitors, when granted permission by Boeing for such distribution.
6. "The Church of the Firstborn", Yellow Pine Street, P.O. Box F-42163, Freeport, Bahamas (no zip code required) under Pastor Stanley Rolle. The church home of former BCF member Vernita Rolle who left the company in 2004 to work with her father's ministry.

ARTICLE III – OFFICERS: FAITH AND SERVICE

By the Grace of our Lord, each Officer will:

1. Uphold the basic truths of the Christian Gospel; i.e.,
 - a. The Bible is the inspired and only infallible and authoritative Word of God (Isaiah 40:8; Luke 4:4; II Timothy 3:15-17; Revelation 22:18-19).
 - b. There is one God, eternally existent in three Persons: God the Father, God the Son (Jesus Christ), and God the Holy Spirit (John 14:16-17; Luke 3:21-22).
 - c. Mankind willfully and individually transgresses God's revealed will and is lost, and under the just condemnation for sin (Romans 1:18-32; 2:1-3).
 - d. Jesus Christ, our Lord and Savior, is God: was born of a Virgin, lived a sinless life, shed His blood in substitutionary and atoning death, was bodily resurrected from the dead, ascended to the right hand of the Father, and will return to earth in Person (Isaiah 53:1-12; John 1:1-3, 14; Luke 1:34-35; Hebrews 4:14-15; Romans 5:8-9; I Corinthians 15:1-8; Acts 1:10-11).
 - e. The only means of being forgiven and saved from sin and its penalty is through repentance, faith in the atoning death of Jesus Christ, and the receiving of Jesus Christ personally into our life as our Savior, and the Lord of our life (Ephesians 2:8-9; James 4:8-10; Revelation 3:20; John 1:12-13; 14:23; 1 John 5:10-12).
 - f. The saved will be resurrected to everlasting life and blessedness in heaven and the lost will be resurrected to everlasting punishment (Revelation 20:10-15, 21:1-4; Matthew 25:46).

- g. The Christian life is not lived by self effort, it is lived in the strength and guidance that Christ and the Holy Spirit provide as they dwell within us and enable us to do the Father's will (Galatians 2:20, Gal. 3: 11; Philippians 2:13-15; 3:7-14).
- 2. Support the BCF to the best of his/her ability.
- 3. Honor and glorify the Name of Christ to the best of his/her ability.
- 4. Be diligent in performing work assignments of The Boeing Company, "As Unto the Lord" (Colossians 3:23, Gal 2:14-15).

ARTICLE IV – EXECUTIVE AND LEGISLATIVE POWERS

All Executive and Legislative powers herein granted shall be vested in a Board of Officers, which shall consist of President, Vice-President, Secretary, Treasurer, Area Group Leaders, and Board of Advisors.

ARTICLE V – BOARD OF OFFICERS AND DUTIES

1. PRESIDENT

- a. To direct all activities of the BCF.
- b. To obtain the required plurality vote from the Board before presenting special business to the BCF members for final approval.
- c. To call all regular and special Board Meetings.
- d. To assure that each Board Meeting is opened and closed with prayer.
- e. To serve as Chairman for all meetings of the Board.
- f. To substitute for, or arrange for, replacement in the event a speaker is unable to attend an authorized BCF function.
- g. To appoint a Nominating Committee Chairman, no later than the first full week in January, who will form a committee for selecting nominees for the Board of Officers for the coming year. (See Articles VI and VIII.)
- h. To appoint members to a Board of Advisors. Appointment must be ratified by a majority vote of the Board of Officers.

2. VICE-PRESIDENT

- a. To assist the President in all business and Board Meetings.
- b. To assume the responsibilities of the President during his/her absence.
- c. To serve as Publicity and Social Chairman. In this capacity, the Vice-President is authorized to appoint, upon approval of the Board, any special committee necessary to carry out regular or special programs, including the Annual Board of Officers installation Meeting.

3. SECRETARY

- a. To process all correspondence approved by the Board.
- b. To take minutes of all Business Meetings.
- c. To send a letter to each guest speaker no later than one week prior to the meeting date containing the necessary directions to assure their arrival.
- d. To send appreciation, get well, and condolence cards or letters upon request by any member of the Boeing Christian Fellowship.
- e. To prepare and distribute ballots for the election of officers, permanently record results of all elections, and hold ballots for the period of one year. (See Article VI, ELECTION OF OFFICERS, Item 1. c.)
- f. To coordinate distribution of Daily Bread publications to study leaders.
- h. To maintain current records including all BCF history files, calendar, study leaders list, etc.
- i. To coordinate the creation, distribution and posting of flyers, bookmarks, etc., which publicize BCF activities.
- j. To coordinate with all study leaders once a year (by November 1st) to assemble club membership list and forward to Recreation Office with appropriate form for reimbursement of club and for insurance purposes.
- k. To coordinate the maintenance of current BCF information on the Boeing - Huntington Beach web site.

4. TREASURER

- a. To be responsible for receiving, counting, receipting, and depositing offerings.
- b. To keep an accurate record of all monetary transactions. In general, these transactions shall be conducted with the McDonnell Douglas Federal Credit Union.
- c. To control BCF finances, per Article II, DISTRIBUTION OF OFFERINGS.

5. AREA GROUP LEADERS

- a. To direct and meet with their respective area Bible Study and prayer groups.
- b. To assure that each area meeting will start after the beginning of the lunch period, and adjourn before the end of the lunch period.
- c. To be responsible for providing containers and receiving offerings during the meetings.
- d. To count each offering in the presence of at least one other member.

6. BOARD OF ADVISORS

- a. The President shall have the authority to appoint individuals, (usually past Officers), to a Board of Advisors. These appointments must be ratified by a majority vote of the Board of Officers. (See Article V, Item 1. h.)
- b. Persons appointed to this Board of Advisors shall have full voting rights.
- c. The number of appointees may not exceed 50% of the Officers.
- d. The term of office shall not exceed one year.

ARTICLE VI – ELECTION OF OFFICERS

1. BOARD OF OFFICERS

- a. The Board shall approve the list of nominees presented by the Nominating Committee and then establish a suitable election date (election occurs in March). BCF membership shall be notified of the election two weeks prior to the date set.
- b. Officers of the Board will be elected by a majority vote of the BCF membership by means of the secret ballot.
- c. Ballots for the Election of Officers of the Board will be distributed and counted by two or more members in each area. Ballots and ballot tallies are to be forwarded to the Nominating Committee, which will compile and verify election results and forward ballots to the Board for confirmation and submission to the Secretary (see Article V 4.).
- d. In the event of a tie for Board offices, the existing Board will set a new date for a run-off.
- e. If any Officer of the Board becomes unable to complete his/her term of office, or perform his/her duties satisfactorily, he may be replaced by a new officer appointed by, and receiving majority vote of, the Board.
- f. Newly elected Officers of the Board will assume their duties during the first full week in April.

2. AREA GROUP LEADERS

- a. Prospective Area Group Leaders shall review and agree to comply with the BCF constitution and be approved by the BCF board.

Once Approved by the BCF board:

- b. Area Group Leaders shall be elected by a majority vote of BCF members of the respective area groups by means of the secret ballot.
- c. In the event of a tie for Area Group Leader, a run-off shall be held between the two candidates immediately, if practical, but no more than one week later.
- d. Newly elected Area Group Leaders will assume their duties during the first full week in April.

ARTICLE VII – TERM OF OFFICE

BOARD OF OFFICERS

Each Officer shall serve for a period of Two (2) years. Each Officer may be re-voted into an additional Two (2) year period of service at each Election period thereafter.

ARTICLE VIII – NOMINATING COMMITTEE

1. The Nominating Committee Chairman shall be appointed by the BCF President and approved by the Board.
2. The Area Group Leaders shall give names of prospective Nominating Committee members to the Nominating Committee Chairman for prayerful consideration.
3. The Nominating Committee Chairman shall appoint at least three (3) persons to the Nominating Committee. Appointees shall be actively involved in the Fellowship at the time the Committee is appointed.
4. The Nominating Committee Chairman shall call committee meetings and ensure that requirements of this Article are met.
5. The Nominating Committee shall select nominees for all Board Offices. Each proposed nominee shall be approved by a unanimous vote of the total Committee.
6. When selections for all Offices have been made, the names of nominee's shall be forwarded to the existing Board for approval.
7. The Committee shall obtain the consent of the nominees to serve, if elected, in full accordance with Article III. If some nominees do not consent to serve, the Committee shall select additional nominees and the procedure shall be repeated.
8. The selections should be completed no later than the second full week in February.
9. The Nominating Committee Chairman or his/her designee should notify candidates and all club membership of election results, including thanking those candidates who were not elected.

ARTICLE IX – FORMATION OF NEW AREA GROUPS

ESTABLISHMENT OF NEW AREA GROUPS

1. New groups representing other areas within Boeing – Huntington Beach or other Boeing off-site locations are encouraged to join the Boeing Christian Fellowship.
2. The leader of any such group shall be given a copy of the BCF constitution and bylaws to read before being invited to meet with the Board. Upon meeting with the Board an opportunity will be given to ask and answer any questions necessary to assure their full intent to abide by, and uphold, this constitution and bylaws.
3. The incoming group leader shall present his/her Christian testimony before the BCF board, with emphasis on the following:
 - a. Statement of personal relationship with Christ
 - b. Church affiliation and active membership (offices held, Bible Studies led, activities, etc.)
 - c. Proposed course of study at Boeing
- 4.. Upon review and discussion by the Board, the Board of Officers may vote the new group into membership in the Boeing Christian Fellowship.
5. If the vote is favorable, the new group shall thereafter function as do existing BCF Groups.

CONTINGENCY FORMATION OF NEW AREA GROUPS

The requirements of Item 1., Establishment of New Area Groups, (above), shall not apply to the formation of new Area Groups created by existing members of the BCF as a result of shift changes, lunch time changes, location changes, or other work-related changes. When a new group is formed in this manner, a Group Leader shall be elected as described in Item 2., Election of New Area Group Leaders, (above).

ARTICLE X – REVISION OF CONSTITUTION

1. The Constitution of the Huntington Beach Chapter of the Boeing Christian Fellowship can be revised only if the Board of Officers passes a resolution to do so by a 2/3 majority vote of all the officers.
2. Such resolution must be ratified by a 2/3 majority vote of the BCF membership.
3. The Constitution shall become effective when the resolution is ratified by a 2/3 majority vote of the BCF membership.

ARTICLE XI – OFFICIAL COMMUNICATION

1. All communication in the conduct of official BCF business shall be in writing . Such communication may be in the form of electronic mail as permitted by Boeing Company Policy.
2. All official communication will be approved in advance by a majority of the BCF Board and entered into the minutes.
3. All BCF communication, which may be urgent, may be approved prior to the next Board meeting, provided that a majority of the BCF Board approval is obtained. Such communication will be entered into the minutes at the next regularly scheduled Board meeting.

ARTICLE XII - BCF RECOGNIZED MINISTRIES

1. The following Ministries have been approved as authorized Ministries under the sponsorship and scope of the Boeing Christian Fellowship:
 - INTERESTING INFORMATION
 - GOD AND COUNTRY
 - PRAYER AT THE CORNER
 - BCF HOME PAGE WEBMASTER
 - BCF PRAISE TEAM
 - DEVOTIONAL MINISTRY
 - “LISTEN” – A PRAYER MINISTRY
2. All Ministries will be approved by a 2/3 majority vote of the BCF Board.

THIS CONSTITUTION HAS BEEN RATIFIED BY A 2/3 MAJORITY VOTE OF THE BCF MEMBERSHIP,
AND SUPERSEDES THE FORMER ISSUE OF THIS CONSTITUTION (February 20, 1974).


BCF PRESIDENT

3/17/06
Date


BCF VICE PRESIDENT
Boeing Christian Fellowship
The Boeing Company - Huntington Beach, CA

3/17/06
Date

Revision 1.1	Dated 4/29/04	Rev. 6/7/04
Maintenance and oversight by: President Vice President	Created and reviewed by: Dick Lewis Robbin Mackenzie Larry Hicks Brendan McMillan Bobbi Shaw	

The Purpose

The BCF believes the authoritative guidebook for all of life is the Holy Bible, the living Word of God and that all BCF Bible studies focus on God's Word as the source of direction in their lives. Paul writes in 2nd Timothy that the Word of God is the source of godly wisdom and the basic building block to equip believers for every good work:

2 Timothy 3:15-17 "and how from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."

The writer of Hebrews states that the Word of God is not a dead and lifeless document but is alive and active and will be the true judge of our motives:

Hebrews 4:12 "For the word of God is living and active. Sharper than any double-edged sword, it penetrates even to dividing soul and spirit, joints and marrow; it judges the thoughts and attitudes of the heart."

Luke labels the Bereans as noble-minded for their desire to verify the teachings of others by examining the Scriptures. Many came to faith because the Bereans confirmed the truth of the teachings.

Acts 17:11-12 "Now the Bereans were of more noble character than the Thessalonians, for they received the message with great eagerness and examined the Scriptures every day to see if what Paul said was true. Many of the Jews believed, as did also a number of prominent Greek women and many Greek men."

One major goal of the BCF studies is to help build up believers in their faith and to help non-believers find faith in Christ.

Romans 10:17 "Consequently, faith comes from hearing the message, and the message is heard through the word of Christ."

Therefore, the BCF stands on the Bible as the ultimate source of instruction and does not endorse or encourage the use of any other book, guide or reference

material. However, the BCF recognizes there are Study guide books and Christian topical materials which can be used to facilitate and evoke discussion of God's Word and His love, grace, and forgiveness in our lives. As Paul states in Philippians:

Philippians 4:8-9 "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things. Whatever you have learned or received or heard from me, or seen in me--put it into practice. And the God of peace will be with you."

Definition of Study Materials

For the purposes of this document, "study materials" are defined as both published materials that are used by the leader as the principal basis for the group study and published materials that will be purchased by or distributed to group members.

Examples of "study materials" would include fictional works such as Pilgrim's Progress, author testimonials such as Ragamuffin Gospel, and study scripture book or topical guides such as Navigators NavPress and IV Press study guides. The Board reserves the right to waive review requirements for commonly known materials or to distinguish between categories of materials.

Study Materials not requiring BCF review

Bible dictionaries, concordances, word studies, maps, diagrams and similar material that are used by Study leaders in the preparation and presentation of their studies are not included in the scope of this document

The BCF desires to have a formal process in place to review study materials.

1. To ensure study materials uphold the Scriptures as the only true statement of God's plan for redemption.
2. To ensure study materials are consistent with the BCF statement of faith.
3. To create a review timeline for Bible study materials and receive input from the leader and Bible study participants prior to the material's use.
4. To create a formal feedback loop for leaders and group members to share the results of using the materials with the BCF Board.

Review Timeline

Study leaders will need to begin the review process in time for books to be ordered and received in advance of the start of the first lesson in the new study topic or focus. Allow at least three months for this process (see timeline below). This provides opportunity for the Board to meet twice before the new study begins. At the first Board meeting, the study leader will present study materials to board members for review. At the second meeting, the Board will vote on the materials. An accelerated process could take place in two months allowing for

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just one Board meeting, if the study leader provides Board members with review materials at least two weeks prior to a Board meeting in which a vote can occur. The Board can opt to establish an emergency review procedure if there are special circumstances that dictate an expedited review cycle.

Book order times vary greatly. Study leaders are responsible to determine the estimated time for the books to be ordered and received.

Timeline for review of study materials	Activities
Three months prior to start of new study (allow for two Board meetings prior to need)	<p>Study leader purchases and reads a personal copy of the proposed materials.</p> <p>Study leader requests agenda item be added to next board meeting.</p> <p>Study leader can opt to submit a brief summary of proposed material/book to the Board for review prior to the actual Board meeting. This would give members an opportunity to consider the material prior to the Presentation and do research, get outside input and pray about the materials. If an accelerated review time is required, that allows for only one Board meeting, provide materials at least two weeks prior to the meeting.</p>
Board meeting #1 (two months before start of new study; or one month before, if material has been reviewed by the Board)	<p>Study leader and any group members appear before the Board to submit materials for review ("Review Presentation").</p> <p>Board votes on materials or determines if additional review is needed. If additional review is warranted, the Board will appoint a 3-person review team.</p>
Board meeting #2 (one month before start of new study)	Board hears review team findings and takes a vote on the new study materials.
Post Review	Study leader orders bulk materials after review.
Post Study	Study leader reports to Board on the use of materials and makes recommendations on future use in other groups.

Review Presentation

Prior to the Review Presentation, study leaders should obtain a personal copy of the proposed study materials, read them in their entirety, be prepared to answer the questions listed below, and any additional questions that may be asked regarding material content.

At the review presentation, the study leader will bring a sample copy of the materials and any ancillary materials such as workbooks, leader's guide, etc.

The study leader will be prepared to answer the following questions:

- Have you read the materials in their entirety?
- Who is the author?

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- What is the theme of the book or materials?
- What is the format of the study materials? Topical? Verse-by-verse? Other?
- Is the material consistent with BCF's "Statement of Faith"?
- Is there anything potentially controversial that you found in the materials?
- Does the material teach a different gospel than what Jesus taught his disciples?
- Does the material point to God's Word as the ultimate authority?
- What would be the format of how the materials are to be reviewed in the Study, e.g., a chapter a week?
- What would be an estimated time of completion?
- Is there any other information that you feel needs to be presented about the materials?
- Are there any members from your group that have read the book and would like to inform the Board of their thoughts?

Note: At the Review Presentation, Study Group members may make comments to the Board on proposed study materials. The number of people commenting and the length of their remarks will be governed by the time constraints of the Board meeting and other agenda items.

NOTE: Post Study Review of Materials - Will be approved separately after further review.