

**CHRISTIANS INVOLVED TOGETHER
WITH YOUTH (C.I.T.Y.), Inc.**

BY-LAWS

ARTICLE I - NAME	3
ARTICLE II - STATEMENT OF FAITH	3
ARTICLE III - VISION STATEMENT	3
ARTICLE IV - PURPOSE AND POWERS	4
ARTICLE V - MEMBERSHIP	5
ARTICLE VI - DUTIES AND RESPONSIBILITIES OF OFFICERS	7
ARTICLE VII - OFFICER ELECTIONS	10
ARTICLE VIII - MEETINGS	11
ARTICLE IX - PROTOCOL	12
ARTICLE X - AMENDMENTS	12
ARTICLE XI - QUORUM	13
ARTICLE XII – BUSINESS CONTROL	13

ARTICLE I - NAME

The Name of the Corporation is ***Christians Involved Together with Youth, Inc. (C.I.T.Y.)***

ARTICLE II - STATEMENT of FAITH

(The purpose of this Statement of Faith is to clearly affirm the commitment of Christians Involved Together With Youth (C.I.T.Y.) to the Christian faith.)

The love of Jesus Christ motivates us in this servant ministry to which He has called us, and we invite into this fellowship all those who wish to give their time, talent and treasure in the accomplishment of this ministry. We dedicate ourselves to this ministry with this single purpose; "**That we might live to the praise and glory of Jesus Christ, our Lord and Savior**".

1. We believe that there is one God, eternally existent in three Persons: Father, Son and Holy Spirit.
2. We believe the Bible to be inspired, and the only infallible, authoritative Word of God.
3. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

ARTICLE III - VISION STATEMENT

REFERENCE: St. John 14:1 - Let not your heart be troubled: ye believe in God, believe also in me.

To make positive contributions in the lives of children and prepare them to serve as productive members of society. To provide spiritual, educational, social, recreational and cultural activities. To lead children to an understanding of Christ. To teach children to appreciate and enjoy the diversity of American culture. To instill values within children which will develop and sustain a positive self-image. To provide children with the confidence to serve as future leaders within their families and communities.

ARTICLE IV - PURPOSE and POWERS

REFERENCE: St. Matthew 6:33 - But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you.

The purpose for which C.I.T.Y. is formed is exclusively to provide non-profit activities to the youth and young adults in the Greater Manassas and Prince William County areas. These non-profit activities include spiritual, educational, social, recreational and cultural as contemplated by Section 501(c)(3) of the Internal Revenue Code of 1954 (any reference herein to any provision of such Code shall be deemed to mean provisions as now or hereafter existing, amended, supplemented or superseded).

The assets of the Corporation shall be at all times dedicated to the purposes set out above, and none of the net earnings shall inure in whole or in part to the benefit of any private individual, association or corporation. If for any reason it becomes necessary to dissolve or liquidate the Corporation, the remaining assets of the Corporation, after it's lawful obligations and all other requirements of law are complied with, shall be transferred or conveyed to one or more corporations, societies, or organizations engaged in activities similar to those of the Corporation and qualify under Section 501(c)(3) of Internal Revenue Code of 1954, as may be specified in a plan of distribution adopted as provided by law or as directed by a court of competent jurisdiction.

The Corporation may solicit and receive funds and property by gift, transfer, devise or bequest, fund raisers and may administer and apply such funds and property in the furtherance of the purposes set out above.

The Corporation shall not directly or indirectly participate or intervene (to include publishing or distributing statements) in any political campaigns on behalf of any candidate for public office or any other activity not within the purposes set out above.

The corporation shall do any and all lawful things which may be necessary, useful, suitable, or proper for the furtherance or accomplishment of the purposes and powers of the Corporation, and shall exercise all powers possessed by Virginia Corporations of similar character, including the power to own, lease, contract for the purchase and sale of, and to mortgage or otherwise encumber, real and personal property.

ARTICLE V - MEMBERSHIP

REFERENCES:

- *St. John 14:1 - Let not your heart be troubled; ye believe in God, believe also in me.*
- *St. John 14:12 - Verily, verily, I say unto you. He that believeth on me, the works that I do shall he do also; and greater works than these shall he do; because I go unto my Father.*
- *St. Matthew 22:21 - They say unto him, Caesar's. Then saith unto them, Render therefore unto Caesar the things which are Caesar's; and unto God the things that are God's.*

MEMBERSHIP REQUIREMENTS:

- Must be 18 years of age or older.
- Must agree with and conform to ARTICLE II - Statement of Faith.
- New Members must:
 1. Receive and review the By-laws
 2. Complete an application and state background and intentions
 3. Be recommended by a member in good standing and approved by a quorum of full-members
 4. Complete a 90 day probationary period
 5. Upon acceptance into membership pay an initiation fee to purchase a C.I.T.Y hat, T-shirt and Sweatshirt, and pay the first month's dues
 6. Select a Membership Category as defined below.

MEMBERSHIP CATEGORIES:

1. FULL-MEMBER:

a. Criteria:

1. Has met all membership requirements

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2. Pays yearly dues in a timely manner or as required
 3. Attends 50% of general meetings
 4. Participates in the planning and administration of a least one activity
 5. Attends at least 50% of activities

b. Entitlements:

1. May chair committees
2. May nominate and vote in the annual election of officers
3. May vote on all items on the floor
4. May hold an office
5. May represent the Corporation at programs and activities
6. May wear Corporate articles of clothing

2. ASSOCIATE-MEMBER:

a. Criteria:

1. Has met all membership requirements
2. Pays at least 50% of yearly dues in a timely manner or as required
3. Plans, participates in or otherwise supports at least three activities per year

b. Entitlements:

1. May represent the Corporation at programs and activities.
2. May serve on committees
3. May wear Corporate articles of clothing

MEMBERSHIP FEES:

- The amount of the initiation fee and dues assessed shall be determined only at general meetings and as directed by a quorum of the full- members present.

- Membership dues will be paid on a monthly basis or as directed by a quorum of the full- members. No member will be more than three months in arrears.

MEMBERSHIP TERMINATION:

- If a member does not comply with the membership criteria, the Executive Board will meet and decide actions to be taken, which may include termination of membership. Prior to a final decision, a member of the Executive Board will contact the member to determine their status.

- Membership may be terminated for cause, which will be reviewed by the Executive Board. The Executive Board will make a recommendation to a quorum of the full members concerning the involved member's status and put the recommendation to a vote. The Executive Board shall notify the member in writing and the member shall be given 30 days to appeal the decision.

MEMBERSHIP RE-INSTATEMENT:

The process for re-instatement of membership will be the same process used for bringing new members into the Corporation. All membership requirements must be met.

INFORMAL ACTIONS OF MEMBERS:

The Corporation shall not be held liable financially or legally for problems produced by any member who participates in, generates or initiates any activity not sanctioned by a majority vote of the corporation in writing or by consent.

UNLAWFUL ACTS OF MEMBERS:

- Any member who commits a criminal or felonious act and the incident is adjudicated in court may have their membership terminated from the Corporation. The Membership Termination process as outlined above will be followed.

- Any member who has been charged with abuse or neglect of a minor, as founded by the Department of Social Services, or who has been convicted of such a crime shall be immediately terminated from membership.

FINANCIAL REIMBURSEMENTS TO MEMBERS:

Members will be reimbursed for expenses that have been authorized by the membership. All other expenses will not be reimbursed but considered a contribution to the Corporation.

ARTICLE VI - DUTIES and RESPONSIBILITIES of OFFICERS

REFERENCE: Romans 12:4,5 - For as we have many members in one body, and all members have not the same office; So we being many, are one body in Christ, and every one members one of another.

PRESIDENT:

1. Head of the Corporation
2. Presides over and conducts meetings according to agenda
3. Ex-Officio member of all committees
4. Appoints special committees
5. Make final decisions for the Corporation when a quorum or consensus cannot be reached

VICE-PRESIDENT:

1. Understudy to the President and the President's duties
2. Maintains status and working knowledge of all Corporate functions and activities
3. Ex-Officio member of all committees
4. Assumes duties of the President in his/her absence, and when requested by the President.

SECRETARY

1. Records official transactions and minutes of meetings
2. Prepares and processes correspondence
3. Receives Committee reports
4. Maintains attendance records
5. Maintains Official Corporate records

ASSISTANT SECRETARY

1. Understudy to the Secretary and the Secretary's duties
2. Assumes duties of the Secretary in his/her absence, and when requested by the Secretary

TREASURER

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1. Custodian of all monies
 2. Maintains systemic records and reports financial status at general meetings
 3. Establishes and maintains Corporate banking accounts
 4. Prepare financial records for audit
 5. Processes all routine disbursements of funds, up to a limit specified and approved by a quorum of the full membership as reviewed by the Executive Board
 6. Prepares short and long-term budgets

ASSISTANT TREASURER

1. Understudy to the Treasurer and the Treasurer's duties
2. Assumes duties of the Treasurer in his/her absence, and when requested by the Treasurer

CHAPLAIN / PARLIAMENTARIAN

Opens/closes meetings and activities with scripture and prayer. Monitors Corporate activities to ensure that activities are operated in a manner which is consistent with the Corporation's Statement of Faith. Advises the presiding officer(s) concerning questions of parliamentary procedure using the Roberts Rules of Order for reference.

HISTORIAN

Maintains a scriptbook of pictures, newsclips, programs and awards which describe the history of the Corporation. The scriptbook shall be available for review as appropriate at Corporate activities.

EXECUTIVE BOARD

- Shall be empowered by the general membership as elected representatives of the Corporation, to render decisions and act in behalf of the general membership in the furtherance of the purposes of the Corporation.

- Shall be comprised of the elected Officers of the Corporation.

ARTICLE VII - OFFICER ELECTIONS

2 Peter 1:10 - Wherefore the rather, brethren, give diligence to make your calling and election sure: for if ye do these things, ye shall never fall.

All Officers shall be elected for a term of one year except for the President and the Treasurer. The term of office for the President and the Treasurer shall be two years.

No Officer shall hold the same office for more than two consecutive terms.

No member shall hold more than one office.

All elections shall be by secret ballot. The candidates for office must obtain a majority vote of all ballots cast in order to be elected. If no candidate for a particular office receives a majority vote, then a run-off election between the two leading candidates shall be held. Discrepancies or matters concerning process shall be adjudicated by the current Parliamentarian.

Nominations: An annual Nominations Meeting comprised of full-members shall be held the third Monday in November of each calendar year. All Officers shall be nominated from the floor and only full-members can be nominated or make nominations. The following considerations shall be met before the nominee's name may be placed on the ballot:

1. The nominee must fully meet all of the requirements for full membership.

2. The nominee must have agreed to accept office if elected.

Date of Elections: An annual Election Meeting of the full-members shall be held the first Monday in December of each calendar year.

Place of Elections: The location for the elections shall be determined by the Secretary at least one month prior to the annual Election Meeting. The Secretary will notify each full-member of the location.

Transition Period Between Administrations: The term of office for the officers-elect shall begin thirty days after the annual Election Meeting.

Vacancies: Any vacancy in the Executive Board shall be filled by a member of the Executive Board until a successor has been qualified and elected by the general membership.

Compensation: Members shall not receive any compensation for their services. The Executive Board can make recommendations to the full membership to compensate a member for services that are performed beyond the scope of usual member obligations. The decision to compensate must be made prior to the member performing the service.

Impeachment of Officers: Impeachment actions will be reviewed and processed by the Executive Board, and final determination shall be made by a vote of full members at a general or special meeting. A quorum of full-members must be present at the meeting. The Executive Board will comply with the same process used for Termination of Membership. An Officer may be impeached for the following reasons:

1. Failure to perform and uphold his/her duties
2. For conduct and actions which are detrimental to the Corporation

ARTICLE VIII - MEETINGS

REFERENCE: St. Matthew 18:20 - For where there are two or three gathered in my name, there am I in the midst of them.

GENERAL MEETING:

- Shall be for planning of major actions and reports to the general body.

- Shall be held twice per month on a predetermined location, and predetermined time.

- The Secretary shall notify the membership whenever the predetermined location, or time of the meeting is changed.

SPECIAL MEETING:

May be called by either the President or the Vice-President to process actions which cannot be delayed for a General Meeting or actions which by their nature are not appropriate for a General Meeting.

ARTICLE IX - PROTOCOL

REFERENCE: I Corinthians 14:40 - Let all things be done decently and in order.

DISCUSSIONS:

1. A member must be properly recognized for the floor by the presiding Officer.

2. No member shall speak more than once on any question, discussion or debate before the body until such time that all others who have been recognized to speak have spoken.

3. The Parliamentarian will render a decision on questions of parliamentary procedure not addressed in the bylaws. Parliamentary procedure will be conducted according to the Robert's Rules of Order.

NOTICES:

1. Members shall promptly notify the Secretary when there has been a change of address or telephone numbers.

2. Members of the Executive Board shall provide advance notice to the Secretary when they will be absent from a meeting.

GENERAL POWERS:

The affairs of the Corporation shall be managed by it's membership or designated representatives.

GIFTS:

The membership may accept on behalf of the Corporation any contribution, gift bequest, or devise for the general or special purposes of the Corporation.

ARTICLE X - AMENDMENTS

Reference: Romans 6:13 - Neither yield ye your members as instruments of unrighteousness unto sin: but yield yourselves unto God, as those that are alive from the dead, and your members as instruments of righteousness unto God.

Amendments to the Bylaws may be introduced by any full-member of the Corporation at any General or Special meeting. A copy of the proposed amendment(s) shall be presented to each full-member at the meeting for review and discussion prior to submission of the amendment(s) for voting. The Secretary will send a copy of the proposed amendment(s) to all full members who

were not present at the meeting. The proposed amendment(s) will be acted upon at the next general meeting. A quorum of the full membership is required to approve any amendment(s). The proposed amendment(s) will become effective immediately after approval.

ARTICLE XI - QUORUM

Reference: 1 Corinthians 12:25 - That there should be no schism in the body; but that the members should have the same care one for another.

For the purposes of the Corporation, a quorum is defined as any two(2) Members of the Executive Board and 50% of the full membership when duly assembled. The two members of the Executive Board may be counted as part of the 50% of the full membership. Changes to the definition of a quorum shall be made by the amendment process. Actions of members who form a quorum shall be considered valid actions on behalf of the general membership.

ARTICLE XII - BUSINESS CONTROL

Reference: Proverbs 22:29 - Seest thou a man diligent in his business? he shall stand before kings; he shall not stand before mean men.

Contracts, Checks, Deposits and Funds Control:

1. A quorum is required before the Corporation may be entered into any contract.
2. All fund disbursements in excess of \$500 requires the signature of two(2) of the following Executive Board Members:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Assistant Treasurer

Books and Records:

The Corporation shall keep current, correct and complete books and records. It shall also keep minutes of the proceedings of it's General meetings, Special meetings, Executive Board meetings and Committee meetings. The Corporation shall keep at the registered or principle office, a record which provides the

names, addresses and telephone numbers of the members. All books and records of the Corporation may be inspected by a member or his/her agent or attorney for any proper purposes at any reasonable time. The Executive Board shall cause an audit of the records of the Corporation to be made each year by a competent auditor.

Administration of Programs and Activities:

All Corporate sponsored programs and activities will be managed by at least two regular members in good standing. Furthermore, at least one member must be present and immediately available at all times that youth are engaged in Corporate sponsored programs and activities. All activities must be closely monitored and any actual or suspected problems where youth are involved must be immediately reported to the Executive Board who will commence an immediate investigation, employing law enforcement and social services personnel as necessary or as required.