

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 Constitution**

 **of the**

**Fellowship of Christian Puppeteers**

**2018 Edition**

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**CONSTITUTION OF THE FELLOWSHIP OF CHRISTIAN PUPPETEERS**

Revised July 27, 2018

This is the Constitution of the Fellowship of Christian Puppeteers. The purpose of the constitution is to give direction to the structure of how the Fellowship of Christian Puppeteers is to conduct itself as an organization in all aspects of its operations.

**ARTICLE I – NAME**

**Section i – Organization Title**

This organization shall be known as the “FELLOWSHIP OF CHRISTIAN PUPPETEERS” and hereafter referred to as “FCP”.

**Section ii – Executive Board Title**

This organization’s “officers” make up the “executive board” and will hereafter be referred to as the “Board”.

**ARTICLE II – STATEMENT OF PURPOSE**

**Section i – FCP Purpose**

1. FCP is to encourage, promote and facilitate the highest standards of creative and performing arts, with special emphasis on puppetry. Using these arts for presentation and teaching based on the teachings set forth in the Bible, of our Lord and Savior, Jesus Christ. This is to assist in the Church’s mission to go into all the world, preach the Gospel, share God’s love with everyone we meet and encourage the growth of believers.
2. FCP is to promote fellowship, team building, Biblical learning, cooperation and idea exchange among all members.
3. FCP will plan to hold an Annual National FCP Conference, and to encourage and support the development of regional FCP chapters.
4. This organization shall not be operated as a business for profit and shall maintain their 501(C)6 Non-Profit status.

**Section ii – Board Purpose**

The purpose of the Board is to collectively, have general control over the policies, activities and finances of FCP within the confines of this constitution, maintaining local, state and federal law, moral and ethical standards for Christian leadership set forth in the Bible.

**ARTICLE III – MEMBERSHIP**

**Section i – Doctrine**

1. Creed
	1. I have by faith, personally accepted Jesus Christ as my Lord and Savior, recognizing that He is God’s only provision of salvation. I also believe the Bible, Old and New Testaments, to be the only infallible Word of God, inspired by the Holy Spirit. I believe the Bible to be the all inclusive, authoritative rule by which our lives are to be governed. I recognize that Christ came to Earth in the form of a man, conceived by the Holy Spirit and born of the Virgin Mary and that He was crucified and died on the cross, shedding His blood as the only atonement for our sins. Finally, I recognize that after His crucifixion, Christ rose from the dead, ascended to the right hand of the Father in heaven, and will return one day for those who love, trust and believe in Him.
2. Agreement
	1. I, as a member of FCP, understand and agree with the creed and pledge to abide by the By-laws and Constitution of FCP. I will uphold the values of the organization and understand that I may be dismissed should I fail to present myself professionally and to the standards set forth by the Creed, Constitution and By-laws of FCP.

**Section ii – Types of Membership**

1. There shall be three (3) types of membership
	1. Regular
	2. Group
	3. Life – offered at the discretion of the Board
2. Definitions of membership
	1. Regular membership
		1. Open to any person who is of the age of eighteen (18) and older.
	2. Group membership
		1. Groups can contain up to 12 membership
		2. Groups will have one (1) vote per group membership
	3. Life membership
		1. Awarded at the discretion of the Board to those who have shown exemplary dedication to the organization.

**Section iii – Membership Rights**

1. Regular, Group, and Life Membership shall be entitled to:
	1. The right to vote as a member in good standing.
	2. The right to hold office after two (2) years of membership in good standing.
	3. The right to serve on committee after one (1) year of membership in good standing.
	4. Copies of the FCP Constitution, Bylaws, Membership agreement, notices and publications are made available on our website.
	5. All due paying members shall receive a reduced rate at all FCP conferences.

**Section iv – Membership Dues**

1. Applicants for FCP membership must pay required fees as stated on the application.
2. Members will be reminded of required dues two (2) months before they are due.
3. Membership dues will be voted on yearly by the Board, in order to evaluate the amount based on economics and the financial needs of FCP.
4. The membership year will start and end and the National Annual Conference.

**Section v – Non-Discrimination Policy**

1. FCP accepts anyone who has a love for the creative arts and chooses to join the fellowship.
2. FCP does not under any circumstances discriminate against any person, or persons, regardless of race, sex or walk of life, provided they agree to follow the creed of FCP which is set forth in the Bible. This agreement is a requirement of membership.

**ARTICLE IV – MEETING RULES AND PROCEDURES OF THE ORGANIZATION**

**Section i – Annual Business Meeting**

The FCP Annual Business Meeting shall be held during the official National Annual Conference. The business meeting shall be chaired by the FCP President. In the absence of the President, the Vice President shall chair the meeting. In absence of both the President and Vice President, any other board member may be appointed by the President to chair the meeting.

**Section ii – Board Meetings**

Board meetings will be held as deemed necessary by the President and at his call. Any other board member who has business to discuss will contact the President to have him set up the meeting.

**Section iii – Quorum**

A quorum is achieved when one-third (1/3) of the active FCP members registered at the National Conference are present at the business meeting.

**Section iv – Rules of Order**

1. To provide order and meeting protocol, the most current edition of Robert’s Rules of Order may be used for a guide in the order of Meetings.
2. The President may appoint a Parliamentarian to ensure protocol and order are maintained.
3. No other formal FCP Board or organizational business meetings are authorized without the knowledge of all board members.

**Section v – Finance**

1. Two signatories shall be required on all bank accounts, one of which will be the Treasurer’s.
2. Any check for over $1000 requires board approval.
3. Payment of money may be made to members for reimbursement for actual expenses accrued for purchases for the organization or as a reasonable compensation for services significantly beyond the normal level of volunteer hours contributed by other members of officers. Compensation for such special services must be approved by two-thirds (⅔) of the Board.
4. The Treasurer shall file all 941 and 1041 tax forms, as well as any other financial forms required by government agencies, by April 15th of the tax year. This is to insure the maintenance of the nonprofit 501(c)6 status of FCP.

**ARTICLE V – OFFICERS AND ELIGIBILITY FOR OFFICE**

**Section i – Officers of FCP**

The FCP officer structure consists of the following elected officers. These offices are to be known as the Executive Board or “Board”.

1. President
2. Vice President
3. Secretary
4. Treasurers
5. Executive Adviser – the past president following the expiration of his term.

**Section ii – Summation of the duties of the officers**

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 by-laws, 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 and send written responses to the Secretary to be filed.
2. Vice President
	1. Assist at the direction of the President.
3. Secretary
	1. 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 officers.
	3. 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.
	4. Provide an accurate financial report at the Annual Business Meeting and a copy of said reports to each voting member on 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 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.
5. Executive Adviser
	1. The executive adviser will assist the President and other officers as deemed necessary.

**Section iii – Officer term description**

1. The offices of President and Vice President shall hold a two (2) year term limit with the option of re-election of upto no more than three (3) consecutive terms (a maximum of six (6) consecutive years). This, barring any extenuating circumstances as deemed by a majority vote of the officers.
2. The office of Secretary and Treasurer will also serve for a two (2) year term period. However, they are not limited by terms, but must only receive a vote of confidence every two (2) years.

**Section iv – Officer eligibility**

1. Each officer elected into a position shall have been a member of FCP in good standing for a of two (2) years prior to being elected. President must have been a member for a minimum of three (3) consecutive years in good standing.
2. The Board may make an exception to these eligibility requirements in the event that no available Board Member qualifies on the basis of length of membership.

**Section v – Officer Protection**

Officers are not to be held responsible for actions taken by a member or anyone who is not considered a member of the organization that may be in attendance at a conference or engage in conversation on social media. Officers are not to be held personally liable in the event of monetary bankruptcy or misuse unless proven to be directly, maliciously responsible for the incident.

**ARTICLE VI – NOMINATIONS, ELECTIONS, APPOINTMENTS AND REMOVAL OF OFFICERS**

**Section i – Nominations**

1. The candidates who wish to run for election shall be nominated by a nominating committee of active members.
2. The committee is to submit names and recommendations to the membership at large for all elected positions as their terms come to an end or come up for renewal. This is to be done each year during the National Annual Conference.
3. Members may nominate themselves after submitting their name to the nominating committee accompanied by the endorsement of two (2) active members of FCP.
4. The website after the National Annual Conference shall contain notices for offices that are up for election for the upcoming term. Nominations will be accepted up until 30 days before the National Annual Conference.
5. Nominees who receive the most votes shall be declared the winner of their respective office. All ties shall be decided in a runoff election conducted by members attending the National Annual Conference.

**Section ii – Nominating Committee**

The President shall appoint at least 2 members to tabulate the voting results. The committee shall report results in writing to the Secretary, who will forward them to the President for announcement before the end of the conference. In addition the Secretary will insure all election results are provided to the website for viewing membership.

**Section iii – Elections**

1. On odd-numbered years, elections will be held for the offices of President and Treasurer.
2. On even-numbered years, elections will be held for the offices of Vice President and Secretary.
3. The official election ballot shall be available for every active FCP member who is present at the National Annual Conference.

D. Voting for officers will take place at the National Annual Conference and they will assume their roles at the close of that year’s conference.

**ARTICLE VII – COMMITTEES**

**Section i – Committee Rules**

1. All committees shall be formed as the Board deems necessary.
2. Committees can be created by the President or by a majority vote of the Board. These committees are not required to be reformed each year.

**ARTICLE VIII – NATIONAL ANNUAL CONFERENCE**

**Section i – Structure of the National Annual Conferences**

1. The annual conference is to foster and advance the art forms of puppetry, ventriloquism, human video, dowel rod movement, mime, clowning and illusion specifically. With all other types of creative and performing arts that present a Biblical point-of-view being accepted and included. All this, while also striving to develop new and innovative methods whenever possible.
2. A National Annual Conference shall commence annually. If circumstances preclude a National Annual Conference from being held in a particular year, at the discretion of the Board, a regional conference may take its place.
3. The location of the National Annual Conference will be chosen by the Board from sites that are suggested to them.

**Section ii – Officer Duties**

1. The President will appoint a conference director and others as needed for the conference.
2. The conference director will communicate regularly with the Board.
3. The President will oversee the planning and finalize all aspects related to the National Annual Conference.

**Section iii – Teachers and Performers**

1. Teachers and Performers shall be required to sign a document stating that they will uphold the FCP creed, Constitution and Bylaws.
2. They must fulfill their obligations as teachers/performers by presenting a professional class/performance with the creed, constitution and by-laws of FCP.
3. Teachers/Performers may be compensated for their services as deemed necessary by the Board. The compensation must be agreed upon a minimum of one (1) week prior to the opening day of the conference.

**ARTICLE IX – CONSTITUTION AND BY-LAW RULES**

**Section i – Procedures for creating, amending, and revising the by-laws of FCP**

1. By-laws of the organization shall be followed by all members and officers of the FCP.
2. To create new, amend or revise the by-laws requires a majority vote of the membership.
3. The Board must send out notification to the membership two (2) months prior to the Annual Business Meeting in order to inform the membership of the possible changes.
4. Recommended changes by the membership must be submitted in writing to the Board at a minimum of four (4) months prior to the National Annual Business Meeting in order to allow the board sufficient time to review the recommendations and send out notification.

**Section ii – Procedures for amending and revising the Constitution of FCP**

1. The Constitution of the organization shall be followed by all members and officers of FCP.
2. Amendments or revisions to this constitution may be initiated by a majority vote of the Board or by a written proposal from any ten (10) members of FCP who are in good standing with the organization.
3. Once the proposals have been approved by the Board, a two-thirds (⅔) majority vote of the membership at the Annual Business Meeting is required to carry out the change.
4. The Board must send out notification of the proposed amendment or revision to the membership two (2) months prior to the Annual Business Meeting. This may be posted on the website.
5. Recommended changes by the membership must be submitted in writing to the Board a minimum of four (4) months prior to the National Annual Business Meeting in order to allow the Board sufficient time to review the recommendations and send out notification.

**ARTICLE X – DISSOLUTION**

**Section I – Dissolution Process**

1. 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.
2. In this event, all decisions would be made by the 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