



BCF BY-LAWS

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PURPOSE:

Guidelines and regulations for BCF leadership.

BCF National Leadership

Ministerial Board and National Core Group

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BCF By-Laws & Policies

Adopted 1/2013, Revised 9/2015

Article I. Name

The name of the organization shall be Bethel Campus Fellowship Ministry, Inc. and shall be known as "Bethel Campus Fellowship (BCF)" and (BCF, hereafter).

Article II. Purpose and Function of Organization

Section I. Purpose.

1. Bethel Campus Fellowship exist to provide regular opportunities to study and discuss the Bible, worship, and pray, all in a group setting, which provides opportunities for fellowship, encouragement, and spiritual development among members.
2. We seek to be a resource to the student body by offering opportunities to discuss spiritual matters and provide materials in the form of outside speakers, videos, books and articles, all for their benefit and consideration.

Section II. Statement of Belief.

1. We believe in the infallibility of the scriptures, the death, and resurrection of our Lord Jesus Christ, and the past, present, and continuing work of the Holy Spirit, in accordance with the King James Translation of the bible.

Section III. Vision and Mission.

1. Vision

Bethel Campus Fellowship (BCF) is an interdenominational organization established to proclaim the Lordship of our Lord Jesus Christ on college campuses. The vision of the Bethel Campus Fellowship is – *"Leading Students to Christ and preparing them to become reliable men and women that God can entrust with His word for the next generation"*.

2. Mission

The global mission of BCF is soul winning, discipleship, and preparation of dependable young ministers that will serve the next generation. We are determined by His grace to fulfill the charge that Paul gave Timothy when he wrote in 2 Timothy 2:2, *"And the things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others"*. We mentor converts until they become reliable tools in God's hand for the mentoring of other converts.

3. BCF has three specific objectives:

- 1) Campus Evangelism-Leading Students to Christ
- 2) Discipleship and Leadership Training-Raising Reliable Men and Women in Christ

3) Teaching the Christian Worldview and Launching students out for ministry to the next Generation

Section IV. Emphasis

1. BCF places emphasis on the WORD of God and living by its precepts. Our motto is, "get it, live it and give it". We challenge members to live like Christ and to love like Jesus did. BCF teaches that holiness and righteousness is as important today as it was in the days of our master, Jesus Christ. Love for one another among members is both an integral part, and a distinguishing feature of BCF.
2. BCF also emphasizes the Holy Spirit and the baptism of the Holy Spirit and depends on the gifts of the Holy Spirit for the discharge of our duties as Christian workers.

Article III. Membership

Section I. Definition of Membership.

1. Membership shall be defined as any individual who has actively and consistently participated in attendance and performance with a BCF affiliated bible study. Random attendance at BCF activities does not constitute membership. The signing of a "membership declaration form plus a record of two-thirds attendance to all fellowship activities in a semester qualifies one for membership in the semester or academic year.
2. Membership attendance records shall be maintained at each BCF chapter to verify membership.
3. To qualify for any BCF welfare entitlements, a member must show affiliation to a BCF bible study group or the BCF Alumni Link and activities and must demonstrate consistency in participation.
4. BCF members after graduation can retain membership through registration with the BCF Alumni Link. Active participation in the activities and vision of the graduate fellowship will establish membership.

Section II. Middle and High School Membership.

1. Students who are 12+ years of age and/or enrolled in a middle school or high school where a Bethel Campus Fellowship ministry outreach bible study has been established are eligible for membership.

Section III. Undergraduate Membership.

1. Bethel Campus Fellowship has an open-door policy. All members of Bethel Campus Fellowship at an established campus (one that is a recognized organization on a school campus), as well as any interested persons outside the campus location are welcome to attend the Bible studies and meetings.
2. While the Bible remains is the foundation and basis for all Bible study, those holding other beliefs are welcome to attend as long as the bible remains the pilot of discussion. Any individual of college age may become a member by expressing interest and attending meetings.

3. A signed membership declaration form, plus a record of two thirds attendance to all fellowship activities in a semester qualifies one for membership in the semester or academic year.

Section IV. Graduate Membership in BCF Alumni Link

1. The fellowship of BCF graduates shall be called "BCF Alumni Link".
2. Definition of a Graduate Member- A member of the Bethel Campus Fellowship Graduate Program is simply someone who has graduated from an undergraduate college or university school with BCF chapter. However, graduates from other schools are welcome to join as well.
3. If the graduate decides to go back to undergrad, pursue a graduate OR post-grad degree, the graduate still belongs to the BCF Alumni Link. after completion of his or her first undergraduate degree. High school graduates who enter the workforce may enter Alumni Link
4. After undergraduate graduation, members are encouraged to complete the Bethel Campus Fellowship Graduate Membership Form and submit a payment plan/pledge that annually supports Bethel Campus Fellowship (an opportunity to give back).
5. Choose one or two schools to mentor as a graduate advisor. If the school already has an advisor the graduate can fulfill a duty as a graduate mentor. Each school should have at least one graduate mentor.
6. A member of the graduate fellowship can offer to champion the starting of a new BCF chapter in a campus, high or middle school in his area of abode.
7. A member of the graduate fellowship must attend a campus bible study regularly. A president must be able to vouch for them.

Section IV. Church Membership Affiliations

1. Members are encouraged to worship at their respective churches and religious communities however, member's church denominations or doctrines shall not dominate or interfere with the activities or ministrations within BCF.
2. All BCF affiliated campus ministries must gain approval to invite any ministers to all BCF related events from their state representative. This request must be sent in writing prior to and no later than thirty (30) days of the scheduled event to info@bethelcampusfellowship.com.
3. When people join leadership, they must avoid joining other ministries to focus on the assignment given them

Article IV. Organizational Leadership Structure and Committees

Section I. BCF National Administration.

1. BCF National Administration is the secretariat administration for BCF which is comprised of the National Director, National Coordinator, BCF Place Office Staff, and Administrative Assistants.

Section II. BCF Ministerial Board.

"But we will give ourselves continually to prayer, and to the ministry of the word."

-Acts 6:4

Members of the Ministerial Board:

1. Serve as Shepherds/Pastors to schools around their domains and provide mentoring in the vision for members of the national core group in their areas of abode.
2. Serve their regions as ministers and play advisory and supervisory roles.
3. Members of the ministerial board are appointed by BCF National Administration and shall serve their regions as ministers and play advisory and supervisory roles.

Section III. National Core Group (NCG).

"Therefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business."

-Acts 6:3

1. Every country will have its own NCG which will report to the BCF Ministerial Board.
2. The National Core Group role is executive in nature and is a 2 year appointment made by BCF National Administration but can be extended.
3. Members of the NCG are responsible for implementing the vision of BCF from State to State and from School to School.
4. The NCG shall focus on the following areas: Evangelism, Discipleship, Outreach, New Fellowship Planting, and Fellowship

Growth

Section IV. Departmental Heads

1. NCG Leader
 - o Leads the National Core Group members in executing the tasks and vision assigned to them
2. Evangelism
 - o Ensure that outreaches / evangelism is happening on a consistent basis in all states and colleges where BCF is represented
 - o Work with each state/country representative to coordinate outreach/evangelism activities
3. National Secretary
 - o Responsible for documenting meeting minutes of the NCG
 - o Work closely with NCG Leader to organize a monthly meeting of the NCG
4. All State Representatives
 - o Ensure the growth of existing fellowships in their respective state
 - o Facilitate planting of new fellowships within their state
5. Prayer and Intercession
 - o Coordinate the prayer activities of the ministry
 - o Daily prayer for every member of BCF.
 - o Prayer for special needs as presented through prayer requests. Check the Prayer Requests section of the BCF website often.

- Coordinate the prayer activities of the ministry and organize BCF members to participate in the every Monday meetings, especially the last Monday of the month national prayer and fasting.
 - Coordinator responsible for organizing the calendar of leaders who will lead prayer
 - Maintain communication between prayer leaders and organize monthly meetings
 - Organize Prayer Team for National Conference
6. Sisters Fellowship Coordinator
- Coordinate all fellowship activities for sisters in campus fellowships.
 - Lead women to the saving knowledge of our Lord and Savior Jesus Christ.
 - Teach and train women to develop a personal daily relationship with Christ.
 - Provide a regular forum for Christian fellowship and prayer amongst women who have professed their faith in Christ or are seeking the right relationship with God.
 - Provide a forum for social interaction among members and for other ministerial activities.
 - Undertake generally any project, program and/or activity that is beneficial in promoting Godliness and unity in the Sisters Fellowship.
7. Brothers Fellowship Coordinator
- Coordinate all fellowship activities for brothers in campus fellowships.
 - Lead men to the saving knowledge of our Lord and Savior Jesus Christ.
 - Teach and train men to develop a personal daily relationship with Christ.
 - Provide a regular forum for Christian fellowship and prayer amongst men who have professed their faith in Christ or are seeking the right relationship with God.
 - Provide a forum for social interaction among members and for ministering social as well as Biblical responsibilities of men.
 - Undertake generally any project, program and/or action that is beneficial in promoting Godly unity in the Brothers Fellowship.
8. Church Relations
- Direct BCF members to bible-based churches.
 - Maintain the bridge between college ministry and church.
 - Coordinate events such as the BCF Gala and Pastor's Appreciation
9. Advertising and Marketing
- Create flyers, videos, and other media (in conjunction with BCF Media) in order to promote events, causes, and other ministry needs.
10. Alumni Link
- Graduate fellowship of BCF
11. Discipleship
- Disciple new converts onto spiritual maturity through intense mentorship.
 - Coordinate follow-up processes for BCF events.
12. Drama
- Minister the word of God through acting and stage plays.
13. Finance

- Maintain and organize financial records of BCF.
- 14. High Schools
 - Oversight of high school ministry.
- 15. International Relations
- 16. Marriage and Courtship
 - Provide resources for godly relationships and courting.
- 17. Media
 - Provide videography, photography, and other forms of media.
- 18. Music
 - Teach and train worshippers to lead people into the presence of God.
 - Default worship team for BCF events.
- 19. Presidents
 - Coordinates and oversees presidential affairs in the ministry.
- 20. Publications
 - Publishes BCF Lampstand and other printed and digital publications.
- 21. School of the Word
 - Authority over material taught in BCF.
- 22. Welfare
 - Attends to leader's and members personal needs in the ministry.

Section V. BCF Legal Counsel.

1. Serve as BCF Legal Advisor
2. Review and sign-off any legal documents

Section VI. BCF National Secretariat and Leadership Training Center (aka BCF Place).

1. The facility will be maintained by the BCF Alumni Link. The BCF National Secretary and BCF Administrative Assistants will play a major role in the day-to-day running of the office. Ministerial Board, National Core Group, State Core Group meetings can hold at the center. Also, school executives may choose to hold their meetings in the conference room at the center. The center will house the BCF library, two offices, a leadership training room with a projector and a smart board, a lounge (front desk) and a storage room for BCF properties. File cabinets will be installed for BCF records.

Section VII. State Core Groups

1. State Representative (2-year tenure but can be extended)
2. State Executive Board (included Assistant State Representative)
3. State Core Group (All e-board members from each school)

Section VII. Individual Fellowship Executive Board.

Sub-Section I. Executive Board.

1. The officers of this organization will be:
 - A. President
 - B. Coordinator/Secretary
 - C. Bible Study Coordinator

- D. Activity Coordinator
 - E. Treasurer
 - F. Advisor
2. Term of office: An officer shall serve for no more than two-academic years.
 3. Duties: The duties of the officers shall be as follows:
 - A. President- shall exemplify a Christ-like lifestyle in all circumstances; shall submit information as it is required to the Office of Student Life and Leadership; Shall help the advisor in keeping activities and happenings of the bible study; shall enforce rules and bylaws of the Constitution of the Bethel Campus Fellowship and their respective campus student body constitutions.
 - B. The Coordinator/Secretary- shall exemplify a Christ-like lifestyle in all circumstances; shall assume the duties of the coordinator during his/her absence and shall succeed to that position in the event that it becomes vacant, until a special election can be held; shall keep records of all meetings and report minutes to the membership.
 - C. Bible Study Coordinator- shall exemplify a Christ-like lifestyle in all circumstances; shall coordinate bible study as led by the Holy Spirit.
 - D. Activity Coordinator- shall exemplify a Christ-like lifestyle in all circumstances; shall be responsible for organizing activities for the ministry (e.g. evangelisms, cookouts, movies, e.t.c). Treasurer- shall exemplify a Christ-like lifestyle in all circumstances; shall manage the campus fellowship student account.
 - E. Advisor- The Advisor shall consult with the BCF officers about the organization's activities in compliance with university policies.
 4. Elections and Executive Board Selections
 - A. Types of elections: General elections will be held to replace officers whose terms are due to expire. Special elections shall be held when an office is vacated in midterm.
 - B. Nomination of candidates: A candidate for office must be nominated by a voting member during the meeting immediately prior to general elections or special elections.
 - C. Time of elections: General elections shall be held during the first week of May meeting in the year of the transition, and special elections shall be held as necessary.
 - D. Voting members shall be those members who have maintained consistent fellowship attendance for at least one academic year before the month of election.
 - E. This organization shall annually designate an Advisor at the time of the regular organization elections. Said Advisor shall have no voting privileges.
 - F. Appointment of Officers
 - a) All persons appointed to an official position, will receive a letter in writing that includes all guiding principles surrounding their roles, duties, and responsibilities.

- b) The appointee has two (2) weeks to decline or accept the position through writing (written or electronically) to BCF National Administration
- c) All leaders who are in leadership must sign a form of agreement that they accept their demands of their responsibilities included in their roles.

Article V. International Fellowships.

Section I. Organizational Structure.

- 1. To establish a BCF international fellowship, contact should be made by the prospective members with BCF National Administration in the United States and permission must be obtained in writing before the commencement of the BCF fellowship activities in the country.
- 2. Each international fellowship will report directly to the Ministerial Board.
- 3. Each international fellowship will establish its own National Core Group which reports directly to the Ministerial Board and must maintain contact with the director of Bethel Campus Fellowship through BCF Place.

Article VI. New Fellowships.

Section I. Organizational Structure.

- 1. Each new fellowship leadership must undergo orientation through the BCF National Administration before they can begin any BCF related activities.
- 2. Incoming leaders must have received a copy of the by-laws, read through, and signed that they have read and agree before beginning their term.

Article VII. Meetings and Programs.

- 1. BCF Fellowship Meetings
 - a. The campus fellowship shall meet at least once a week at their designated location. Meetings shall consist of conducting organizational business, Bible studies, topical discussion, prayers, worship and fellowship.
 - b. Bible studies and discussions shall be led by the fellowship coordinator, president, BS coordinator or any member of the fellowship chosen by the executive board.
- 2. Gethsemane Experience
 - a. Each BCF Fellowship must plan their Gethsemane Experience at least 30 days prior to the date of the event. You must have a date set before the semester begins.
 - b. Gethsemane experience is a spring semester retreat program designed to strengthen the members of the BCF family. It is a time to reflect on Christ's suffering and accomplishment on the cross for us. It is when we choose to do His will and not our will. As Christ said "your will and not my will be done". Gethsemane experience is a whole week of activities that include teachings, prayer and acts of kindness to the less privileged in society. The week will end with a main event including praise and worship, and teaching with the goal of raising BCF converts who will walk in the steps of Christ.

- c. Each BCF Fellowship must submit in writing or electronically the names of their proposed guest(s) ministers and musical performers to BCF National Administration for approval at least 60 days before scheduled event.
 - d. During the planning process, the executive board must consult with their state representative and state executive board.
3. Marvelous Encounter
- a. Each BCF Fellowship must plan their Marvelous Encounter at least 90 days prior to the date of the event.
 - b. Marvelous Encounter is a Fall Semester program of BCF that is designed to outreach the campus community with the gospel in an extraordinary way. It involves a whole week of activities that culminates in a last day of campus crusade.
 - c. Each BCF Fellowship must submit in writing or electronically the names of their proposed guest(s) ministers and musical performers to their state representative 90 days before the scheduled event.
 - d. During the planning process, the executive board must consult with their state representative and state eboard.
4. Proclaim
- a. Proclaim is a regional event that should be held in fall semester of every year. The purpose of proclaim is for massive outreach in the region.
 - b. Each State core group must facilitate the planning of Proclaim and submit their plans at least 90 days prior to the scheduled event to their state representative and state executive board.
 - c. Each BCF Fellowship must submit in writing or electronically the names of their proposed guest(s) ministers and musical performers to BCF National Administration for approval at least 90 days before scheduled event.
 - d. During the planning process, the executive board must consult with BCF National Administration for approval.

Article VIII. Financial Committee and Financial Policies.

Section I. Purpose and Objectives.

1. The financial committee establishes guidelines for developing financial goals and objectives
2. Maintain financial accounts with due diligence.
3. Record financial transactions with appropriate documentation.
4. Provide regular written/oral reports on the organization's financial status to the board and membership.
5. Prepare annual tax filings.
6. Develop policies and procedures for managing the organization's Finances.
7. Review organizations bank and other accounts.
8. Oversee periodic audits of the organizations finances.
9. Maintain all organizations financial records.
10. Promote and monitor fundraising activities.
11. Work with BCF leadership to coordinate fund disbursement.

12. Review quoted prices before approval

Section II. Financial Committee Positions, Descriptions, & Responsibilities

1. National Director

- a. Executes any policies it deems to be in the best interest of the organization within the parameters of the organization's financial policies.
- b. Serves as a signatory to process and authorize financial transactions and account activities.
- c. Reviews and approves all proposed expenditures by organization.
- d. Reviews monthly reports by the National Financial Committee.

2. National Coordinator

- a. Executes in the role of the National Director, when National Director is not in session.
- b. Reviews and approves all propose expenditure by organization.
- c. Serves as a signatory as required to process financial transactions and account activities.

3. Financial Committee Coordinator

- a. Performs regular, in-depth reviews of the organizations financial activity.
- b. Oversees the development of the annual budget.
- c. Reviews and documents all approved expenditures by the organization and the National Director, National Executive Coordinator and Accountant.
- d. Ensures the documentation of all receipts.
- e. Prepares and presents monthly reports of the organizations account.

4. Financial Secretary

- a. Performs and maintains current record of all the organizations financial activity, approved expenditures, and reports.
- b. Handles all funds deposit in the organizations account.
- c. Provides monthly reports to the financial committee.

5. Petty Cash Handler (Custodian)

- a. Manages and maintains petty cash funds per the Financial Committee.
- b. Serves as the signatory with the Financial Committee Coordinator for the entire petty cash fund (signs receipts).
- c. Reconciles all petty cash funds.

6. Fundraising Liaison

- a. Works very closely with the Financial Committee, Treasury, and State Fundraising Coordinator to ensure the appropriateness of fundraising activities to the organizations financial need.
- b. Acts as the Financial committee liaison to Fundraising coordinator.
- c. Provides the Financial Committee with updates of all fundraising activities.

7. In-House Accountant

- a. Reviews organization financial transaction, receipts and reports.
- b. Prepares annual tax filing.

8. National Auditor

- a. Prepares and presents the general ledger at the end of the month.

- b. Prepares and presents monthly balance sheet at the end of the month of the national's account.
- 9. State Fundraising Coordinator
 - a. Manages all aspect of the organization fundraising activities.
 - b. Plans and coordinates a quarterly fundraising and Annual BCF fundraising.
 - c. Works closely with the Financial Committee, Treasury, and Fundraising Liaison.
 - d. Develops and implements new fundraising activities and events to meet the organizations financial need.
- 10. State Treasurer
 - a. each state should have its own treasurer.
 - b. Maintains and documents all approved expenditures by the state executives.
 - c. Reviews and record State's financial transaction and activities.
 - d. Prepares and presents monthly balance sheet at the end of the month of the state's account to the Financial Committee.
- 11. Campus Treasury
 - a. Reports Campus monthly contributions to Financial Committee and State treasury.
 - b. Reviews and records campus' financial transactions and activities.
 - c. Prepares and presents monthly balance sheet at the end of the month of the campus' account to the Financial Committee.

Section III. Reports & Reimbursement

- 1. Financial Report
 - a. The National Financial committee is responsible for generating all financial reports. All financial reports (expenses and revenues) will be reported regularly on a quarterly basis and after every major event and activity.
 - 1. These statements will summarize all expenditures and receipts for the period covered and will be compared to the approved budget.
 - 2. All financial reports prepared by the National Financial committee will be made available to BCF Leadership and the National Core Group.
 - 3. The BCF National Leadership and the auditor will hold the responsibilities of reviewing the most up-to-date financial statements at the National Executive meeting.
- 2. Expense Reimbursement
 - a. All impending and anticipated expenses to be made in the name of Bethel Campus Fellowship must first be approved prior to expenditure in order to receive reimbursement.
 - b. All reimbursement must abide within the organizations Travel and Expense policy.
 - c. All travels requiring reimbursement must receive budget approval from the National Administration before the trip is made.

- d. All travel and expenses subject for reimbursement must be completed and reported to the Financial Committee no later than five business days after travel or expenses was incurred (see expense policy and reimbursement section below).
 - e. All travel and expense reports will be maintained by each organizational member and then submitted to the National Finance Committee for approval and payment on a bi-weekly basis.
 - f. All receipts must be attached to the expense voucher as a condition for payment.
3. Travel Policy
- a. BCF Purchase Flight
 - b. Purchased Flight Reimbursement
 - c. Rental Cars
 - d. Gas and Mileage
 - e. Gas Tank Fill-ups Assistance
 - f. Accommodation and Lodging
4. Feeding
- a. Appropriate documentation (receipts) must be kept for all food expense.
5. Honorarium
- a. All honorariums may or may not be based on agreed amount. If payment is agreed upon a written contractual agreement must be established. All honorariums will be paid from the account of the branch of the organization that it corresponds with (campus, state, or national).
 - b. All honorariums must be properly documented and reported to the Financial Committee for tax purposes.

Section IV. Account Payable.

1. The functions of Account Payable are to:
 - a. Generate and record disbursements.
 - b. Hand-out or send out disbursements.
 - c. Maintain and record liabilities of the company.
 - d. Generate account payable reports at the end of the month.
2. Policies
 - a. The National Director, National Executive Coordinator and the Head of the Financial Committee are designated as signatories on the organization bank accounts.
 - b. All written checks must have two or more signatures.
 - c. All invoices are subject to the Financial Committee's review.
 - d. All invoices are submitted to the National Director, National Coordinator, and Head of the Financial Committee for final review and approval.
 - e. The (Financial Committee/ Accountant) records all invoices in the accounts payable ledger immediately upon receipt, and places the invoices in the unpaid open invoice file.
 - f. All invoices from unfamiliar or unusual vendors must be reviewed by the National Director and National Executive Coordinator for approval.

- g. All payments are immediately recorded in the Accounts Payable ledger by the Financial Secretary.
- h. The Accounts Payable ledger is reconciled with the general ledger by the Financial Committee/ Accountant on a monthly basis.
- i. Blank checks must never be signed in advance.

Section V. Accounts Receivable.

1. The functions of Account Receivable are to:
 - a. Record all incoming funds
 - b. Deposit funds
 - c. Generate account receivable reports at the end of the month
2. Policies
 - a. All funds (checks and cash) should be recorded in a deposit ledger and then immediately given to the Financial Secretary to deposit in the organization account.
 - b. All checks should be scanned and then filed.
 - c. Cash should be verified by the documentation which accompanies the cash receipt.
 - d. Copies of scanned checks and cash documentation should be attached to each deposit record.
 - e. At the end of each bank statement cycle (i.e. monthly), the Treasurer, Financial Committee, National Director or National Executive Coordinator will reconcile the deposit register and deposit records to the bank statement.
 - f. All BCF chapters must register and connect their bank account under the National BCF Headquarters bank account.. BCF International in every country shall identify a bank to open a main account under which all other BCF account in the country shall be opened.
 - g. The treasurer(s) in the local BCF chapter must transfer the account to the incoming treasurer one month prior to their departure from the campus (i.e. graduation, transfer school) and transfer of signatory must be performed prior to graduation).

Section VI. Financial Contributions.

1. General Information
 - a. All registered BCF's that can be funded under Student Government Association should receive annual funding from their school. All others must depend on fundraising for funds.
2. Campuses/School & State Committees
 - a. Contributes 15% of all monthly income to the national organization account.
 - b. Contributes 10% of all monthly income to the state core group account.
 - c. When campuses raise funds, they should accurately keep track of all funding coming in through their treasurer.

- d. In order for BCF National Administration to prepare for taxes, you will need to submit a record of all of your campus expenses from February after the National Conference to January of the following year. An end of year report accounting for finances will be due in at the end of January.
3. State
 - a. If the State organizes a state sponsored fundraising activity, it is expected that the state will contribute a total of 35% of funds received to the national account.
 4. National Committees
 - a. Contributes 35% of all monthly income to the national organization account.
 - b. Any committee that raises funds shall contribute 35% to the national BCF account
 5. BCF National
 - a. National will continue to support all BCF National activities and provide needed resources for State and Campus activities, when necessary.
 6. Tithe/Offering/Donation/Pledges
 - a. All BCF members are expected to make annual offerings to the ministry and this can be done through the BCF painless giving program which enables members to make small monthly online gifts through credit/debit cards. Also, members can make a onetime bulk donation/offering to BCF which they can fulfill immediately or can be fulfilled gradually through the year. BCF encourages all BCF members/partners to pay tithes to their local churches. However, BCF is open to receive tithes, offerings, and donations from any BCF member or partner who desires to use their tithe and offering to support the ministry vision. A BCF member' or partner, who does not have a local church, is advised to pay their tithe and offerings to BCF.
 - i. At the end of every National Conference there will be call for annual pledges from participants towards the support of the ministry. All such pledges will be recorded and names given to the pledge committee for follow up and collection.
 - ii. The BCF Alumni Link will call for a special pledge toward the funding of BCF Place and any other special program they have determined during the year.
 - iii. All pledges must be fulfilled in the year starting from the National Conference where it is made and the next National Conference. However, all pledges will be left open and effort to collect them will

continue until request is made to the financial committee of the graduate fellowship to cancel them.

7. **Fundraising**

- a. **All fundraising activities must be with approval from the National Fundraising Committee and the advisement of the National Financial Committee. Proper documentation and reporting of the activities must be established or the fundraising will not be approved.**

Section VII. Receipts.

1. Two copies of all receipts are made; one for the Administrative Staff, for deposit files documentation and one for the National Financial Committee.
2. All cash receipts are recorded on pre-numbered duplicate receipts.
3. The Financial Committee is responsible for preparing the documentation on receipts for deposits and the Administrative Assistant/ Financial Secretary is responsible for making daily deposits and recording them.
4. A copy of the deposit slip from the Bank is compared and attached to the corresponding receipt copies and cash listing.
5. Policies
 - a. All checks and cash receipts received through the mail are restrictively endorsed immediately by the Financial Secretary and recorded in the cash receipts register, listing the date received, payer, check number, and amount received.
 - b. The Financial Secretary will make two copies of each cash receipt, and deliver all cash received and copies to the Administrative Assistant.
 - c. The Administrative Assistant/ Financial Secretary shall prepare the bank deposit daily, attaching a copy of the deposit slip and deposit receipt to the cash receipts copies, and forward the entire package to the accountant.
 - d. The Financial Committee/Accountant shall code all cash receipts according to the chart of accounts, and compare the cash deposit receipt with the Financial Secretary's listing of cash receipts for that day, to ensure that all cash receipts are deposited in the bank account. The accountant then prepares a deposit summary sheet, attaching 1 copy of each cash receipt, the deposit slip copy, and the bank deposit confirmation slip. The second copy of the cash receipt is filed by type of revenue/support.
 - e. The Financial Secretary prepares the cash receipts journal on a timely basis, using the cash receipts summary sheet.

- f. The Financial Committee/Accountant posts the cash receipts journal to the General Ledger? on a timely basis.

Section VIII. Credit Cards.

1. BCF National Credit Card
 - a. BCF will maintain two credit/debit cards for all BCF transactions, which will be based of the BCF National Account and will be assigned to the following:
 - i. BCF National Director
 - ii. BCF Financial Committee Coordinator
 - b. State/School Debit Card
 - i. All state and fellowship banking activities will be coordinated under the BCF national accounts. Debit cards will be issued under the BCF State, Committees or Campus account as well.
 - ii. No credit cards will be issued to any state core group or fellowship.
 - iii. BCF Financial committee recommends that all financial transactions be done with debit cards and not cash.

Section IX. BCF Banking.

1. National Account
 - a. BCF National shall maintain an account with Wells Fargo.
 - i. Signatories
 1. National Director
 2. National Coordinator
 3. National Financial secretary
 4. National Treasurer
2. Deposits and Withdrawals
 - a. Deposits
 - i. All money collected must be deposited within 48 to 72 hours from the time of collection.
 - ii. All checks must be photocopied, recorded and deposited by the National Treasurer who will also be the Custodian of all BCF financial documents
 - b. Withdrawals
 - i. Withdrawals can only be executed after a check or fund request has been reviewed and approved by the National Director, National Coordinator and national Financial Secretary
3. Sub Accounts
 - a. All other accounts in the ministry shall be opened as a subaccount under the BCF National account with Wells Fargo Bank, except in countries,

States or Cities where Wells Fargo Bank does not exist and then the MB shall decide on an alternative bank.

- i. Signatories
 1. State Rep/President/Coordinator of the committee
 2. Financial Secretary
 3. Treasurer
 4. All signatories in the National Accounts.
 - ii. Deposits and Withdrawals
 1. Deposits
 - a. All money collected must be deposited within 48 to 72 hours from the time of collection.
 - b. All checks must be photocopied, recorded and deposited by the treasurer who will also be the custodian of all financial documents for the committee
 2. Withdrawals
 - a. Withdrawals can only be executed after a check or fund request form completed by the leader of the subgroup has been reviewed and approved by the National Director, National Coordinator and National Financial Secretary. While requests may not be denied it is still important to provide oversight from BCF National over all BCF subgroup accounts.
4. Satisfying Financial Obligations
 - a. 35% financial obligation to BCF National by all States, Campuses and Committees and 15% for the State from Campuses must be fulfilled at the bank when the money is being deposited and the receipt scanned and mailed to BCF Place for the attention of the financial committee.
 - b. States, campuses and committees can expend any amount less or equal to \$200 dollars but must go through the process of fund request if more than \$200 is required.
 5. Financial Reporting
 - a. All financial reports (income and expenditure) from National, State, Campuses and Committees should be compiled monthly and sent to the National Financial Coordinator for review and inclusion into the general BCF financial records for use during the tax season.
 6. Financial Mismanagement

- a. Misuse of Debit Card: Debit cards that are used without discretion and without following the proper protocol will be withdrawn after a warning has been issued and there is a reoccurrence.
- b. Failure to comply with financial obligation to National and State will lead to a warning followed by the freezing of such account if the subgroup fails to heed the warning.
- c. Improper recording of revenues and sources of those revenues followed by failure to make the record available to the National Financial Committee on demand will lead to termination of any forms of fundraising by a BCF subgroup.
- d. Refusal to surrender BCF money by a subgroup or BCF member will lead to a meeting with the MB? and the group or persons involved to determine solutions.

Article IX. Welfare.

Section I. Welfare Fund Drive

- 1. There will be a welfare fund drive at each national or regional conference.
- 2. The welfare fund will be disbursed through the welfare committee.
 - a. Friends of BCF are people who once participated in BCF and are no longer a part of the ministry. In an effort to show support for their life events, we will make a charitable gift of \$50 to them for their special occasion.

Section II. Birth.

- 1. BCF endeavors to celebrate the milestone of childbirth amongst members and will provide an appropriate gift to the celebrating parents. The gift will be determined by BCF National Administration.
- 2. Written and or electronic notification of the expected birth of the child should be given at least 30 days prior to the birth of the child to ensure that the ministry is praying for the safe delivery of the child(ren) and that arrangements are made to present the child with the appropriate gift.

Section III. Death.

In the unfortunate death of a BCF member, BCF will provide support to the family of the deceased member. The type of support will be determined by BCF National Administration. We possess the promise of long life:

“And if you will walk in my ways, keeping my statutes and my commandments, as your father David walked, then I will lengthen your days.”

[-1 Kings 3:14](#)

Section IV. Marriage.

1. As members begin to identify whom to marry, BCF National Administration must be notified before the agreement to enter into courtship is reached, in writing whether through electronic or physical correspondence.
2. To gain access to the BCF entitlements and gifts associated with marriage, members who are in courtship should seek counsel and undergo the processes established by the BCF Marriage Committee.
3. Only through undergoing these requirements will members be eligible for discounted usage of BCF resources if they would like to include them in their wedding services (e.g. Media Team, Praise Team, etc.).

Section V. Charity.

1. Charities shall be granted to members in need on a case by case basis. The ministry desires to assist members during difficult circumstances however, assistance will be granted after the BCF National Administration has reviewed the situation and determined how much the ministry is able to give.
2. As resources are available in our welfare fund, we will support our members who are in need.

Section VI. Graduation.

1. The State Core Group shall organize a graduation ceremony once a year to celebrate the achievements of the graduates in their regions.
2. The State Core Group shall fund all associated costs for the graduation celebration including but not limited to certificate, gifts, food, etc.

Article X. Conflict Resolution and Removal of Officers from Positions

1. The motion to remove an officer from his/her position must be presented in writing to the BCF National Administration, who will then notify the officer in question about the motion to remove them. The officer in question will meet with the BCF National Administration to discuss the notification and a decision will be made.
2. If a conflict arises amongst: leader(s) vs. leader(s), member vs. leader(s), member(s) vs. members(s), the parties in the conflict must take the conflict up to the next level governing board. For example, if a member is in conflict within a fellowship, they should resolve the conflict with the campus Executive Board. If there is a conflict amongst leaders on a campus level, they should consult with the State Core Executive board; if there is a conflict on state level, they should consult with the National Core Group; if a conflict arises on the National Core Group, they should consult National Ministerial Board.

3. If an officer desires to resign from their position, they must submit in writing, notification of their resignation at least a minimum of 30 days prior to their set departure date.
4. In case of doctrinal issues or conflict the ministry will do everything possible to use the bible to apply biblical principles and standards until issue is resolved. If individual or group is not convinced or refuses to accept biblical doctrine, BCF will request that the leaders does not teach from the platforms BCF provides.

Article XI. Anti-Hazing Policy.

Per sections "Prohibited General Conduct" and "Definitions", Bethel Campus Fellowship strictly adheres to national and state legislation outlawing hazing. Hazing means any intentional, negligent or reckless action, activity, or situation that causes another pain, embarrassment, ridicule, or harassment, regardless of the individual's willingness to participate in order to be considered a part of the ministry. Such actions and situations include, but are not limited to, the following:

1. Forcing or requiring the drinking of alcohol or any other substance;
2. forcing or requiring the consumption of food or any other substance;
3. calisthenics (push-ups, sit-ups, jogging, runs, etc.);
4. treeings;
5. paddle swats;
6. line-ups;
7. theft of any property;
8. road trips;
9. scavenger hunts;
10. causing fewer than six (6) continuous hours of sleep per night;
11. conducting activities that do not allow adequate time for study;
12. forcing or requiring nudity at any time;
13. performing acts of personal servitude for members (driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry, etc.);
14. forcing or requiring the violation of University policies, federal, state or local law.

Article XII. Amendments.

Following prior written announcement, the Constitution, and By-Laws may be altered, amended, or repealed and a new Constitution and By-Laws shall be adopted by BCF National Administration and Ministerial Board by affirmative vote of a majority of the members present at any regular meeting.

BCF Honor Code and Bylaw Acknowledgement Sheet

As a part of BCF leadership, you have a responsibility to develop and exhibit mature Christian behavior in line with sound biblical principles. This should be the basic premise of your desire to be a leader in BCF or any ministry. You are also agreeing with the other BCF leaders to engage in furthering the vision of the ministry which is 'leading students to Christ and preparing them to become reliable men and women that God can entrust with His word for the next generation.

While serving the body of Christ at your school this semester, you pledge to demonstrate biblical standards in all situations. As Christians, the way we present ourselves to others is of vital importance to the way others perceive Christ. Our conduct should never be an embarrassment to Christ, but should exemplify the best qualities of a mature believer and servant/leader.

"I pledge to exemplify the highest moral commitment and maintain a disciplined life of bible reading, prayer, and fasting. I will refrain from such things as profanity, smoking, gambling, indulging in alcohol, dishonest gain, illegal drugs, pornography, sexual immorality, and all behaviors which might cause Christ to grieve and others to stumble.

My behavior will exemplify the principles of Christ in speech and action. I will encourage others to grow in Christ and become servant leaders. I commit to this as a way of life measured by the heart of commitment of each leader in BCF. I will regard this honor code as an essential part of development and not as an imposition or restriction."

I have read, and agreed to the above statement.

Name (Print): _____

Signed: _____

Date: _____

I have received, read, and agreed to the above stated BCF bylaws.

Name (Print): _____

Signed: _____

Date: _____