



# FREEDOM INSTITUTE

## Constitution & By-Laws

This document intends as operation manuals applying only within the scope, vision, and mission statement related to the Freedom Institute.

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# CONSTITUTION AND BY-LAWS

## FREEDOM INSTITUTE

This version is slightly compatible with Khmer Version 1125.

### PREAMBLE

Freedom Institute was established by the calling of a public audience to receive a mutual intimate relationship from Jesus Christ, the Savior of the World. The Church of our Lord Jesus Christ lacks this area of relationship with Him. Therefore, the Church fails its mission to bring people to Jesus Christ due to this spiritual vacuum. Freedom curriculum bridges this spiritual gap.

Freedom Institution grows out of a small group of people whose hearts yearn for mutual intimacy with God through Christ Jesus. The founders sought to legally pursue a non-profit institution to U.S. License No. 38-4326391 dated August 14, 2024; it subsequently received IRS Tax-exempt dated September 5, 2024; and finally, Tax-exempt Comptroller in the State of Texas number 32100960965 dated August 6, 2025.

Freedom Institute spiritually and legally administers its mission mandates as follows:

### VISION

Freedom Institute explores Bible scriptures to teach people to receive an intimate relationship from God, a better understanding of their individual identity in Jesus Christ, and a peaceful life in their community. (Based on Luke <sup>10:27</sup>)

### MISSION STATEMENT

Freedom Institute leads people to know God, teaches them to find spiritual freedom, helps them to discover purpose in life, and encourages them to make a difference.

### TARGET AUDIENCE

Freedom Institute focuses our attention on seekers, vulnerable people, the illiterate, and those who are determined to make a difference in life.

### DOCTRINAL STATEMENTS

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### BIBLE

We believe that Jesus Christ is in fact the Word on all pages of the Old and New Testaments; the Word is entirely inspired by the Holy Spirit and inerrant in the original writings, and subsequently the Word is supreme and has final authority in faith and life. 2 Timothy 3:16-17; 2 Peter 1:21.

### TRIUNE GOD

- God the Father: We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. Matthew 28:19; John 14, 10, 13, 16-17, 26; II Corinthians 13:14.

- God the Son: We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. Matthew 1:18, 23; Luke 1:35; John 17:11 and 21.
- God the Holy Spirit: We believe in the God, the Holy Spirit who enlightens spiritual eye (Ephesians 1:18), dwells in each believer (John 1:33), seals a believer for redemption (Ephesians 1:13), understands a believer's life situation (Ephesians 4:30), sanctifies to obedience (1 Peter 1:12), and teaches a believer (Luke 12:12, John 14:26).

## **MAN**

We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a sinful nature; and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed. Genesis 1:26-27, 2:7; Jeremiah 17:9; Ezekiel 18:4 Romans 3:23, 5:12; Ephesians 2:3.

## **SIN**

We believe that sin originates from the heart of disbelief in the Word of God. The Lord Jesus Christ died for our sins, and three days later He rose again from death, according to the Scriptures, as a substitutionary sacrifice; and that all who believe in Him are completely justified in the eyes of the Almighty God. Isaiah 53:6; John 3:16; Romans 5:9, 12, 6:23, 8:1-2; I Corinthians 15:3,21; I Peter 2:24.

## **BORN AGAIN**

We believe that all receive the Lord Jesus Christ's death to take away sin, and resurrection for righteousness by faith are born again of the Holy Spirit, and, thereby, become children and holy royal priesthood of God. John 1:12-13, 3:3; I Peter 1:23, 2:5,9.

## **RESURRECTION:**

- *OF CHRIST:* We believe in the resurrection of the crucified body of our Lord, in His Ascension into heaven, and in His present life there for us, as High Priest and Advocate. Luke 24:6, Acts 1:9; Hebrews 4:14, 10:12.
- *OF BELIEVERS:* We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. Matthew 25:46; John 3:36; Romans 14:10; Revelation 20:12, 15.

## **SECOND COMING**

We believe "the blessed hope" in the personal and bodily return of our Lord and Savior, Jesus Christ. John 14:3; Acts 1:11; I Thessalonians 4:13-18; Titus 2:13; Revelation 1:7.

## **ETERNAL SECURITY**

We believe that those who have been born again have everlasting life and shall not come into condemnation but are passed from death unto life; and that the Lord Jesus Christ gives unto them eternal life and they shall never perish, neither shall any man pluck them out of God's hand. John 5:24, 10:28-29; Romans 8:1-2, 35, 38-29; Hebrews 13:5-6.

## **WATER BAPTISM**

We believe Baptism is one of the two sacraments that Jesus Himself commanded His followers to practice. Baptism is an act of public manifestation of a believer to follow Jesus for the rest of his or her life. This act does not save the baptized person from sin. (Matthews 3:13, 28:19-20 Acts 19:4 Romans 6:3)

## **BAPTISM OF THE HOLY SPIRIT**

We believe in the Baptism of the Holy Spirit; it empowers believers to live victorious life on earth. Believers are being generously equipped with the Baptism of the Holy Spirit at their request. The Holy Spirit frees the baptized from all burdens through transparent life by the power of the Baptism of the Holy Spirit. The sign of the Baptism of the Holy Spirit is commonly manifested in speaking an inborn language communicating deep intimacy between the Holy Spirit and the spirit of the baptized. The baptism of the Holy Spirit does not indicate that the baptized is being saved, nor the person is more favorable than other faith-based children of God. It is neither a gift from the Holy Spirit. (John 20:19-22; Acts 1:3-5, 2:15, 8:5-16, 19:1-6; 1 Corinthians 2:1-16)

## **HOLY COMMUNION**

We believe Holy Communion is one of the two sacraments that Jesus Himself commanded His followers to observe. The Holy Communion is an act of remembrance of the Lord Jesus Christ and all His sacrificial works on the cross to save the sins of mankind. This observance does not save a person from sin. (Matthews 26:26-30 Mark 14:22-25 Luke 22:14-20 1 Corinthians 11:23-34)

## **CHURCH**

We believe that in the Kingdom of our Lord Jesus Christ there are two associated church groups, the Universal and the Local Church. The Universal Church is the body of Christ from all nations, all generations, all governing structures, and all theological persuasions who believe in the Lord Jesus Christ as personal Lord and Savior. A Local Church; however, is a gathering of local believers who personally meet at an autonomous location following a set of belief, persuasion, and a set of governing systems. Both groups are spiritually united under Jesus Christ who is the Head of His Church. (John 17:20-23 Philippians 1:27)

## **SPIRITUAL GIFTS**

We believe that every single believer is equipped with Spiritual Gifts to utilize for the edification of Christ's Church. A believer is to explore which Spiritual Gifts the person might be receiving in the direction of the Holy Spirit and the church body in which the person is a full member. (Romans 1:11 1 Corinthians 12:4-11; 14:1,12).

## **TITHES AND OFFERINGS**

We believe that each individual believer should fully support the work of church ministry, not to depend on someone else. The believer is to fully bear responsibility to carry out the workloads in spirit, in strength, and finance ensuring that the local church and the work of world mission are fully supported. (Genesis 14:20 Nehemiah 10:37 1 Corinthians 16:1-3)

## Chapter 1 CONSTITUTION

### Article 1. Board of Directors

1.1 The Freedom Institute is governed by a Board of Directors consisting of a specified number of officers determined by its body.

1.2 The composition of the Board of Directors is:

- 1.2a. 1 President
- 1.2b. 1 Vice President
- 1.2c. 1 Secretary
- 1.2d. 1 Treasurer
- 1.2e. 1 Operations Manger
- 1.2f. Members as needed

### Article 2. Advisory Committee

2.1 The Advisory Committee shall be the senior officers in a respective country which carries out the mission mandates of Freedom Institute.

2.2 The Advisory Committee operates in accordance with the Freedom Institute objectives including its spiritual doctrines, ways of conducting business, and financial policies.

2.3 The specific form of governing shall be determined at the time of creating an Advisory Committee. The Board of Directors and the Advisory Committee shall resolve its organizational structures to operate its business.

2.4 The Advisory Committee consists of seven to twelve officers, elected from among the students of all generations during the Annual General Assembly.

2.5 The composition of the Advisory Committee has the following members:

- 2.4a. 1 Chairman
- 2.4b. 1 Vice Chairman
- 2.4c. 1 Secretary
- 2.4d. 1 Treasurer, 1 Financial Clerk
- 2.4e. 2 Standing members for Sustaining and Development Programs
- 2.4f. 2 Public Relation Officers
- 2.4g. 3 Permanent Committee Members

### Article 3. Executive Committee

3.1 The Executive Committee consists of 3 members

- 2.1a. Chairman,
- 2.1c. Head of Program and Development,
- 2.1d. Head of Financial and Audit.

3.2 The three managerial leaders of the Executive Committee have the right to vote in the entire Institute. All technical paid staff have no voting right to make policies of the Institute.

### Article 4. Internal Operation Policies

4.1 When any member of the Board of Directors or the Executive Committee fails to attend two consecutive business meetings, the officer loses the right to be a member for the next three two-year terms.

4.2 The absentee Board of Directors or the Executive Committee has the right to alter the decision of the meeting when 50%+1 of Board members agree to reconsider.

4.3 Any member of the Board of Directors or the Executive Committee who is alleged to have violated the Institute's Code of Professionalism shall undergo a thorough scriptural based investigation. If the allegations become true, he or she shall be suspended from his or her responsibilities for a period until he or she is clear from allegation(s).

#### **Article 5. The Effect of the Constitution**

5.1 The provisions in the Constitution come into force after discussion or consideration of a vote of over 50% in favor of the Board of Directors or the Advisory Committee followed by three-fourths of the plenary members present at the Annual General Assembly.

5.2 The provisions shall be kept in a retention period for 11 working days, and if there is no objection raised as required by law, the provisions shall come into full effect.

5.3 The Constitution amendment proposal shall be conducted when 50%+1 members of the General Assembly support the motion. The proposal shall be brought to the floor for discussion. It needs a vote of over 50% supported by the Board of Directors or the Advisory Committee, and three-fourths of the plenary members of the Annual General Assembly.

### Chapter 2 **BY-LAWS**

#### **Article 1. Board of Directors and Advisory Committee**

##### 1.1 Qualifications

1.1a. As a non-exempt requirement, a member of the Board of Directors or the Advisory Committee or the Executive Committee is required to complete a 14-week course within the framework of the Institute as a compulsory and have a good reputation in the spiritual as well as business circles of the Institution as a whole.

1.1b. A graduate from Freedom who has passed an interview with clear acknowledgement from school authority of God's calling is eligible to serve the work of Freedom.

1.1c. Absolute adherence to the values of Freedom with uncompromised standing.

1.1d. A person submitting to the Lord via submitting to the Freedom spiritual leaders.

1.1. Be a mature minded person who demonstrates the ability to coordinate with relevant colleagues when internal conflicts arise.

1.1 Spouses who have accepted a call from the Lord and received training in a full framework are eligible to become members of the Board of Directors or Advisory Committee.

1.1 Any family member, other than husband or wife, is not eligible to hold an office on the Board of Directors or Advisory Committee.

##### 1.2 Job Description of the Board

1.2a. Guide the Institute to follow the vision and mission statement of the founders and co-founders.

1.2b. Exercise full right to fire or install human resources, budgetary resources, talent resources, and/or time resources when there is transparent evidence confirming any negligence.

1.2c. Fulfill the role of the eyes and hands of the organization in the public arena; utilizing all possible means to restore, rebuild, and renew the offender back into service of our Lord.

1.2d. Act as a statutory officer making, amending laws of the entire Institution to effectively and efficiently carry out its missions.

### **1.3 Term of Service**

1.3a. All officers on the Board of Directors or the Advisory Committee shall be alternately elected in the Annual Assembly and shall hold office for a term of two years.

1.3b. A member of the Board of Directors or an Advisory Committee shall not hold more than two consecutive terms. The Executive Committee members may include some of the members from the Board of Directors and the Advisory Committee.

1.3c. The Executive Committee receives nominations from the Board of Directors, not by vote of the Assembly.

1.3d. Members of the Board of Directors or the Advisory Committee serve the Institute voluntarily, not receiving any commission, except for the three managerial members of the Executive Committee appointed by the Board of Directors or the Advisory Committee.

1.3e. When adequate funding is available, the Board of Directors or Advisory Committee shall receive variable remuneration for executing meetings and carrying out mission programs assigned by the Institute.

1.3f. Members of the Board of Directors or Advisory Committee must engage in continuing educational activities on a regular basis. The courses involve a set of schedules for spiritual, organizational, administrative, and social development.

## **Article 2. Executive Committee**

### **2.1 Qualifications**

2.1a. All members of the Executive Committee are required to complete a 14-week course within the framework of the Institute as compulsory and have a good reputation within the Institute's circle.

2.1b. Must be a professional officer, both in executing a given task, making the dreams of the Institute alive, offering positive benefits to the Church of our Lord Jesus Christ in a country, in the local region, and in the region beyond.

2.1c. Executive Committee members must engage continuing education on a regular basis. The courses involve a set of schedules for spiritual, organizational, administrative, and social development.

### **2.2 Job descriptions**

2.2a. Supervise all Executive staff of all departments of the Institute with maximum productive efficiency.

2.2b. Be mindful of the use of resources sparingly, transparently, and effectively eliminating any waste.

2.2c. Conduct an annual audit of resources in accordance with national and international audit laws.

### 2.3 Term of Service

2.3a. The Executive Officer is a specialist employee; the Head of the Executive Office determines the work hours as well as determines the role of the officers under his/her command.

2.3B. The top senior managerial Executive Committee of the Institute is entitled to be paid for its duties and expertise but may also be entitled to serve without any remuneration depending upon the availability of allocated funds.

### **Article 3. Recruitment Rules**

3.1 All part-time or full-time employees, required by the laws, must complete a 14-week course within the framework of the Institute as mandatory.

3.2 Every employee receives a stipend from the Institute.

3.3 Financial Clerk is a full-time employee of the Institute.

### **Article 4. Rules Selecting Class Facilitator**

4.1 Class facilitators must be certified officials of the Institute as well as have received mandatory full-competency pedagogical training from the Institute.

4.2 Class facilitators must serve voluntarily.

4.3 The Institute utilizes volunteer facilitators to ensure the validity of intrinsic truth of the Freedom Program.

4.4 If a facilitator receives remuneration from the Institute, the facilitator becomes an employee of the Freedom Institute. Subsequently, the employee may professionally lead class without a heart of fearing God.

4.5 A pedagogical class coach may be a paid employee or may serve voluntarily without remuneration.

### **Article 5. Admission Act**

5.1 Every candidate, irrespective of any background, can apply for admission to the Freedom Institute without judgement or discrimination.

5.2 To be admitted to the program, every candidate must fulfill the requirements as mentioned in the admission card.

5.2 All student candidates are required to pay the mandatory enrollment and submitting required documents.

5.3 Every candidate must give full consent to the Commitment form of the Institute to be officially enrolled.

### **Article 6. Validity of the Institute's Certificate**

6.1 A certificate issued by the Freedom Institute is permanently valid except for the certificate which lacks sufficient documentation as of the date of receipt of certificate.

6.2 No educational institution may issue a certificate on behalf of the Freedom Institute licensed by the related legal educational agencies.

6.3 Any certificate that differs from the one issued by the Freedom Institute is considered a fake certificate and may be prosecuted under international and national laws.

6.4 Any candidate who did not officially turn in the Commitment form to the Institute while studying may receive invalid certificate for it does not meet the requirements of the Institute Rules.

### **Article 7. Revenue and Budgetary Act**

7.1 The Financial Committee has the task of submitting an annual budget to the Board of Directors or the Advisory Committee making a request to the Annual General Assembly.

7.2 The Finance Committee has the task of allocating the annual budget to the Departmental services.

7.3 The Chairman of the Board of Directors or the Advisory Committee and one member of the Finance Commission shall have the right to decide on the distribution of the Institute's appropriations of five hundred dollars down to three consecutive months.

7.4 Amounts exceeding five hundred to two thousand dollars require the approval of the entire Executive Committee within three consecutive months.

7.5 Amounts exceeding two thousand dollars or more require the approval of the Board of Directors or the entire Advisory and Executive Committee within three consecutive months.

7.6 Any financial officer who loses the Institute's budget or resources shall be punished in accordance with the laws of the country where Freedom class is being held and the laws of the country of USA.

### **Article 8. Definition of Terms**

8.1. Investigate under Biblical Principles:

8.1a. Literally applied the Word straightforwardly from the passages in Numbers 35:30, Deuteronomy, 17:6, 19:15-17, Matthew, 18:15-17, John8:17 Romans, 16:17, 1 Corinthians 6:1-6, 2 Corinthians 13:1 Galatians 6:1-2 1 Timothy 5:19 Hebrews 10:28, 18:17, etc.

8.1b. Practically applied the truths from the Freedom curriculums trying to resolve the case.

8.1c. Enquiries have been made to the parties in accordance with the judicial principles.

8.1d. Collected documents with evidence from relevant parties in a transparent and logical manner.

8.1e. The assessed has trusted relating licenses fit to resolve the case.

8.1f. Classify which cases relating to the Spiritual and which relates to the Temporal.

8.1g. The outcome of the judgment is in accordance with the principles of public trust.

8.2 Standing Committees:

8.2a Group of experts created by the Board of Directors or the Advisory Committee to intervene, investigate or fulfill any extraordinary specific given mission.

8.3 The Church of the Highlands: It is the sole owner of the Freedom program. This church group licensed the founder of Freedom Institute to carry out Freedom curriculum in Khmer and other languages.

8.4 Sufficient support documents: Necessary documents submitted, such as school Commitment forms, identification cards, payment records, and documents as required in the school enrolment card.

8.5 The Institute's Code of Professionalism:

Violation of the Institute's Code of Professionalism includes, but is not limited to

8.5a. Violated the Freedom fundamental principles as outlined in all 12 Lessons or/and violated the Constitution and By-laws of the Institute.

8.5b. Violated the balancing principle of view of the parties involved leading to fair judgement.

8.5c. Breached the Commitment of the Institute as signed before and while taking Freedom courses.

8.5d. Having evidence from relevant parties with transparency beyond a shadow of doubt.

8.5e. There are sufficient licensed case investors to accept.

8.5f. Distinguished between the Spiritual Cases from the Temporal Cases.

8.5g. Adjudicated in accordance with the principles of public trust.

#### **Article 9. Addendum 1**

9.1 Scholarship Policies:

9.1a Students who are eligible to receive a scholarship must contribute 50% toward their tuition. The Institute shall not accept students paying zero registration fees.

9.1b Students who are eligible for the scholarship must undergo a pre-emptive evaluation from the Institute's staff on their basis.

9.1c Enrollment money must be immediately classified and deposited under a donation policy to support the school; the money cannot be refunded.

9.2 School Administration Guidelines:

9.2a The Institute mandatorily creates class group school for each semester. The group leadership must be officially trained and fully equipped by the Institute. Such arrangement assures the authenticity of Freedom for students pursuing intimacy with God.

#### **Article 10. Internal Financial Operation Procedures (adopted 151125)**

10.1 Composition:

10.1.a Chairman of the Committee (Officer may be changed when necessary)

10.1.b Financial Clerk (Officer may be changed when necessary)

10.1.c Committee Members (Officers may be changed when necessary)

10.2 Budget Disbursement Guidelines

10.2a The Committee is responsible for the following:

10.2b Record revenue from all incomes.

10.2c Verify with the Financial Clerk consistently.

10.2d Inspect Financial Clerk's distribution files.

10.2e Deny or approve any proposal different from the budget lines set forth to be used.

10.2b Financial Clerk is in charge:

10.2b.1 Agree to disburse the payment according to pre-approved budget lines.

10.2b.2 Disburse expenses for various debts that the school must pay to client according to the correct amount.

10.2b.3 Make a report to the Chairman of the Finance Committee and the Executive Committee.

10.2c Committee Members are in Charge:

10.2c.1 Agree or disagree with the request for distribution.

10.2c.2 In the event of a misspending, the Board of Directors and the Executive Committee shall be promptly inquired into the disclosure of the disbursement.

### 10.3 Collective Responsibility

10.3a. In the event of an emergency, every member of the Committee shall have the right to call for order controlling income and expenditure in accordance with the pre-approved budget lines; then gradually restore the system back to normalcy.

10.3b The Committee shall disburse the budget that is pre-allocated by the General Assembly.

10.3c Determine the annual and by-annual allocated budget lines.

10.3d Shall present a credible report at the closing session of each semester.

10.3e Conduct an annual audit of the Institute's budget and seek the approval of the Board of Directors and the Executive Committee no later than the first semester of each year.

10.3f The Committee Members shall abide by the terms and conditions of the Institute in good faith, and if there is any actual violation of the law, the person shall comply exclusively with the decision of the superior director.

10.3g In the event of any future occurrence other than the above description, be prepared to comply with the actual occurrence facts.

### Article 11. The Effect of the By-laws

11.1 These by-law provisions become laws after full discussion exchanging opinions followed by a vote of over 50% of the Board of Directors or an Advisory Committee present and then by 75% of the full members of the Annual General Assembly.

11.2 The final petition shall be kept vacant for 11 working days for the retention period; thereafter, unless any objection is raised as required by law, the petition shall come into law.

11.3 The By-laws can be amended when over 50% of the voting body requests a petition. The proposal shall then be taken to the floor for full discussion and exchange of opinion followed by a vote of over 50% of the Board of Directors or Advisory Committee; then, supported by 75% of the plenary members at the Annual General Assembly.

### Article 12. General Provisions

12.1 Implementation of Provisions.

The implementation and operation of the provisions of this Constitution and By-Laws shall be subject to the availability of adequate funding and staffing resources, and certain provisions may be implemented on a phased or conditional basis as determined by the Board of Directors.

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