

Lake Berkeley Chapel, Incorporated By-Laws

As of June 13, 2011

- Section 1 The purpose and object of incorporation is for the non-profit promotion of religious education, worship of God, and fellowship of the members, their families, and their guests.
- Section 2 Any adult person who subscribes to (or believes in) the purpose of this corporation, and supports it by attending a worship service at least once annually shall be considered a member of the corporation.
- Section 3 The officers shall be a President, who shall preside at all business meetings of the board of directors and the membership; a Vice-President, who shall act in the capacity of the President in his or her absence and be responsible for chapel document maintenance; a Secretary, who shall keep accurate minutes of all business meetings and manage or perform notification activities of the membership; and a Treasurer, who shall have custody of the funds of the Corporation. Additional terms beyond the first, or extension of a officer's term by one (1) or two (2) years, must be approved by a 2/3 majority vote of the remaining officers and directors. It is desired that terms are staggered to prevent all officer terms from expiring simultaneously.
- Section 4 The affairs and assets of the corporation shall be managed by a board of directors, consisting of the above officers and four (4) directors to be drawn from and elected by the membership. Directors terms shall be for three (3) years. Directors acquire speakers for worship services, prepare the order of worship for the monthly service, manage the food service activities, manage the chapel rental and maintenance process, and serve as good will ambassadors for the corporation. Additional terms beyond the first, or extension of a director's term by one (1) or two (2) years, must be approved by a 2/3 majority vote of the remaining officers and directors. It is desired that terms are staggered to prevent all director terms from expiring simultaneously.

- Section 5 The board of directors shall meet monthly to conduct the affairs of the corporation. Decisions will be determined by a simple majority vote. In the event that a majority of the board cannot meet, critical business can be conducted via email, with all board members voting.
- Section 7. Annual terms for both officers and directors begin January 1 and ends December 31.
- Section 8 A mid-term vacancy in the office of president shall be filled by the vice-president. Any other vacancy in any office or board of director position shall be filled for the unexpired term by a member elected by a 2/3 majority vote of the remaining officers and directors.
- Section 9 The president shall appoint such committees as he or she deems necessary, for his or her term of office.
- Section 10 In October of each year, the president will appoint a three (3) person nominating committee to identify replacement candidates for officers or directors whose terms are expiring at the end of the year. This committee shall consist of the officers and directors with expiring terms, and/or non-officer/director members of the corporation.
- Section 11 An annual membership business meeting shall be held each December in conjunction with the first publicly announced worship service, for the purpose of electing officers and directors for terms beginning January 1, and the transaction of any other business as may then properly come before said meeting.
- Section 12 At the annual membership business meeting, nominations for officers or directors may be made from the floor.
- Section 13 Special membership business meetings may be called at any time by the president, five (5) board members, or ten (10) members who petition the president in writing. Written notification of the membership must occur at least thirty (30) days prior to such meeting and include the place, time, and purpose.

Section 14 At any meeting of the members, elections and decisions will be made based on the majority vote of members in attendance.

Section 15 These by-laws may be amended by the majority vote of the members present at a membership business meeting for which due notice was given. The proposed amendment will be included with the announced meeting.

Section 16 These by-laws may be temporarily amended at any time by a vote of 7 (seven) board members. Such action must be ratified within 6 months of enactment by the majority vote of the members present at a membership business meeting for which due notice is given. A temporary amendment may be effective for a period not to exceed one (1) year.