

Lake Berkeley Chapel, Inc. – By-Laws

Changes to June 13, 2011 by-laws passed on
November 13, 2016, at the annual Chapel business meeting
(* indicates change to June 13, 2011 By-Laws)

- 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 meeting of the board of directors and the membership. The office will be held by someone who has previously served at least one year on the chapel board*.
A Vice-President, who shall act in the capacity for the President in his or her absence and be responsible for chapel document maintenance. The office will be held by someone who has previously served at least one year on the chapel board*.
A Secretary, who shall keep accurate minutes of all business meetings and manage or perform notification activities of the membership.
A Treasurer, who shall have custody of the funds of the corporation.

Officer Term of Office:

Additional terms beyond the first, or extension of an 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 Board of Directors:
The affairs and assets of the corporation shall be managed by a board of directors, consisting of the above officers, four (4) directors, and two (2) directors-at-large* to be drawn from and elected by the membership.

Director Term of Office:

Director terms shall be for three (3) years.

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.

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Directors:

Speaker Coordinator, acquire speakers for worship services and preparation of the order of worship for the monthly service.

Food Service Coordinator, manage the volunteers for the food service activities.

Chapel Rental Coordinator, manages the chapel rental and maintenance process.

Outreach Coordinator, serve as good will ambassador.

Directors-At-Large* – two new positions. The purpose of these positions is to provide direction and advice to the board on all significant business brought to the board. Persons considered for these roles would ideally have experience in non-profit organizations, governance, and/or financial information relevant to leading an entity such as the chapel board. These people may be asked to take on special projects as needed, relating to the governance of the board, marketing, and promotion of the chapel.

- 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. If a majority is not present, critical business can be conducted via email, with all board members voting.
- Section 6 The annual term for both officers and directors begins on January 1 and ends December 31.
- Section 7 A mid-term vacancy in the office of president shall be filled by the vice-president. Any other vacancy in any office or board 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 8 The president shall appoint such committees as he or she deems necessary, for his or her term of office.
- Section 9 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 10 An annual membership business meeting shall be held each December to elect officers and directors for terms beginning January 1, and the transaction of any other business as may then properly come before said meeting.
- Section 11 At the annual membership business meeting, nominations for officers or directors may be made from the floor.
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- Section 12 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 to the membership must occur at least thirty (30) days prior to such meeting and include the place, time and purpose.
- Section 13 At any meeting of the members, elections and decisions will be made based on the majority vote of members in attendance.
- Section 14 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. A proposed amendment(s) will be included with the announced meeting.
- Section 15 These by-laws may be temporarily amended at any time by a vote of seven (7) board members. Such action must be ratified within six (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.

NOTE:

The June 13, 2011 by-laws did not have a Section 6. It is presumed that it was a clerical error when the May 11, 1997 by-laws were updated. These by-laws have sequential numbers.