

CONSTITUTION AND BY-LAWS
of
THE CHAPEL ON THE CAMPUS, INCORPORATED

ARTICLE I

NAME: The name of this church shall be The Chapel on the Campus, Incorporated.

INCORPORATION: This nondenominational church, founded on July 10, 1972, is incorporated under the laws of the State of Louisiana. Its purpose is to provide and maintain a place of worship for its members; owning and maintaining suitable real estate and buildings for a place of worship; receiving, holding and disbursing gifts, bequests and funds arising from other sources, and doing all and sundry the things necessary or incident to carrying on such purposes.

ARTICLE II

COVENANT: Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior, we do now in the presence of God and this assembly most solemnly and joyfully enter covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of the this church and its stated mission; to promote its prosperity and spirituality; to sustain its ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of its ministries, the expense of the church, the relief of the poor, and the spreading of the gospel.

We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to remember each other in prayer, to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech. For we are His workmanship created in Christ Jesus unto good works, which God hath before ordained that we should walk in them.

We also engage that when we remove from this place we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE III

STATEMENT OF FAITH

DOCTRINE: We accept the scriptures as authoritative and adopt the following Confession of Faith as our interpretation of Bible doctrine.

1. We believe the Scriptures of the Old and New Testaments are verbally inspired of God and inerrant; that this divine inspiration and inerrancy extends equally and fully to all parts of the Scripture, and whatever scripture teaches is to be trusted and relied upon as being true and of supreme and final authority.

2. We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit, three in one, co-equal, which is the Trinity.

3. We believe that Jesus Christ was begotten of God, conceived of the Holy Spirit, and born of the Virgin Mary.

4. We believe in the Holy Spirit, one of the three persons of the Trinity, who convicts the world of sin, of righteousness, and of judgment. He is the life of every believer, and He empowers the preaching and teaching of the Gospel.

5. We believe that man was created in the image of God, that he sinned, and thereby incurred not only physical death, but spiritual death, which is separation from God, and that all human beings are born with a sinful nature and those who reach moral responsibility become sinners in thought, word, and deed.

6. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood.

7. We believe in the resurrection of the crucified body of our Lord, His ascension into heaven and His present life there as High Priest and Advocate for all believers.

8. We believe in the blessed hope, the personal, premillennial, and imminent return of our Lord and Savior Jesus Christ.

9. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby, they become children of God, and heirs of eternal life. This is a relationship in which they are eternally secure.

10. We believe in the bodily resurrection of the just and the unjust, the everlasting conscious punishment of the lost in hell, and the everlasting blessedness of the saved in heaven.

11. We believe in the existence of a personal devil, who is still working in the world to destroy the souls of men and that he and all his angels and all who receive not Christ as their Savior will eternally perish in the lake of fire.

12. We believe in the Church, the Body of Christ, whose mission it is to preach the Gospel to all the world, all its endeavors being supported by the free will offering of God's People.

13. We believe that the ordinances of the Church, given by our Lord, are Baptism and the Lord's Table.

14. We believe that all the foregoing are Bible doctrines; therefore, we stand firm upon this Declaration of Our Faith.

ARTICLE IV

ADULT MEMBERSHIP: The Chapel, as a nondenominational church, may receive any person as a member upon professing saving faith in the Lord Jesus Christ. Persons presenting themselves for membership in this church shall be encouraged to attend all established instruction sessions provided for members. They shall, during the course of such instruction, acknowledge confession of faith in Christ, and acceptance of the Statement of Faith and Covenant of Fellowship of the Chapel. The Elders may waive the requirement for attendance at instruction sessions.

AFFILIATE MEMBER: In-service membership will be granted to the following classifications:

1. Students temporarily residing in the Baton Rouge area while attending school and wishing to remain members of their respective churches in their home localities.
2. Those members serving other ministries.

Affiliate members will be designated as such on the Chapel roll and will not have the privilege of voting in the Chapel business meetings. Affiliate members may return to their regular membership status by submitting a written request to the Chapel office.

ARTICLE V

ORDINANCES: The Lord Jesus Christ gave the Church two ordinances: Baptism and Communion. In the Chapel these two ordinances shall be conducted in their scriptural order and manner.

ARTICLE VI

LEADERS: Believing that Christ is the only head of the church, under Him the leaders, officers and boards of the Chapel shall be:

Section 1. Elders, comprised of at least 9 men on a Board, shall be appointed and annually confirmed by the congregation, and meet at least monthly. The Chairman of the Board of Elders shall also be the President, one of the officers of the Chapel as a legal corporate entity.

Section 2. Deacons, comprised of at least 12 men on a Board, shall be nominated and confirmed by the Chapel congregation and meet at least every other month.

Section 3. A Finance Committee comprised of at least 4 members, shall be appointed and meet at least every other month.

Section 4. A Treasurer, who shall be an officer of the Chapel as a legal corporate entity, and who is to be a member of the Finance Committee, shall be nominated and confirmed by the Chapel congregation to serve a term of at least three (3) years.

Section 5. The Chairman of the Board of Elders shall be the President of the Chapel as a legal corporate entity.

Section 6. The Chairman of the Finance Committee shall be the secretary of the Chapel as a legal corporate entity.

ARTICLE VII

SELECTION AND QUALIFICATIONS OF *LEADERS*: Selection and confirmation of leaders shall be held at the Annual Business Meeting held on a Sunday in May.

Section 1. Elders shall be appointed by the existing Board of Elders, as deemed necessary from time to time. All Elders will be subject to annual confirmation by ballot vote by the Chapel membership. In order to be confirmed, an Elder must receive the approval of at least 80% of the votes cast. Abstentions shall be considered a vote for confirmation. The Board of Elders will include the Senior Pastor, and others as appointed by the Board of Elders.

Section 2. Deacons shall be nominated by the Nominating Committee for a term of usually two (2) years but may be for one (1) year. Not less than six deacons shall be selected each year. Deacons will be subject to confirmation by receiving the approval of at least 80% of the ballots cast by the Chapel membership. Abstentions shall be considered a vote for confirmation.

Section 3. A Treasurer shall be nominated by a Nominating Committee for a term of at least three years. The nominated Treasurer shall be subject to confirmation by receiving the approval of at least 80% of the ballots cast by the Chapel membership. Abstentions shall be considered a vote for confirmation.

Section 4. To remove anyone from leadership, the procedure given in I Timothy 5:19 and Matthew 18:15-17 for church disciplining shall be followed. A vacated position may be filled at the discretion of the Board of Elders or Board of Deacons in the case of a Deacon's position, and the term of service will extend to the next Annual Business Meeting of the Chapel when confirmations are voted by Chapel members.

Section 5. Qualifications for leadership and to hold an office are set forth in scripture, primarily at I Timothy 3:1-13, Titus 1:5-9 and Acts 6:3.

Section 6. All leaders, with the exception of the Senior Pastor, shall have been a member of the Chapel for not less than one (1) year immediately prior to being considered for confirmation.

ARTICLE VIII

NOMINATING COMMITTEE: A Nominating Committee, for the purpose of selecting candidates from Chapel members to serve on the Board of Deacons or for other functions as may be directed by the Board of Elders, shall be composed of the following Chapel representatives: One each from the Board of Elders, Finance Committee and Board of Deacons, the selection of which shall be made by and from the Board of Elders, the Board of Deacons and the Finance Committee, and four (4) selected at-large from the Chapel congregation, one (1) by the Board of Elders, one (1) by the Finance Committee and two (2) by the Board of Deacons. In addition, four (4) more representatives at-large from groups in the Chapel congregation, including consideration of Adult Sunday School class members, shall be selected by the Chairman of the Nominating Committee. The Nominating Committee, selected in accordance with this article, and the Chairman appointed by the Chairman of the Board of Elders, shall be announced to the Chapel congregation at least five (5) months prior to the date of the Annual Business Meeting of the Chapel. The Nominating Committee shall consist of twelve (12) Chapel members, including the Chairman, and serve for terms of either one (1) or two (2) years except for the two Elder members that will serve as appointed by the Chairman of the Board of Elders. The Nominating Committee shall submit names of the nominated Deacon candidates, and others as may be directed, to the Chapel congregation at least two weeks prior to the Annual Business Meeting. Names of suggested Deacon candidates and others as may be directed, may be submitted by members of the Chapel to the Nominating Committee for consideration any time prior to one month before the Annual Business Meeting.

ARTICLE IX

PERSONNEL COMMITTEE: A Personnel Committee shall be composed of at least one (1) Elder who will serve as the Chairman of the committee. Also serving on the committee will be a Pastor and three (3) other members of the Chapel congregation designated by the Board of Elders for a total of at least five (5) members. The Board of Elders may appoint additional members as deemed appropriate from time to time. The responsibility of the Personnel Committee shall be to administer the Personnel and Policy Procedures of the Chapel including the periodic evaluation of employees and their performance, make salary recommendations and adjustments within the annual budget allocations for such purposes, and other personnel related matters as may be approved by the Board of Elders.

ARTICLE X

FINANCE COMMITTEE AND TREASURER

FINANCE COMMITTEE: The Finance Committee shall be composed of the Chapel Treasurer, the Chapel Business Administrator, one elder appointed by the Board of Elders and at least one (1) other individual from the Chapel congregation appointed by the Board of Elders that meet the qualifications set forth in Section 5 of Article VII. The Treasurer will also be confirmed pursuant to Section 3, Article VII. The Chairman of the Finance Committee shall be so designated by the Board of Elders and shall be the Secretary of the Chapel as a legal corporate entity. The Finance Committee shall serve as financial advisors to the Board of Elders, and as financial managers in coordination with the Chapel Business Administrator, with respect to bookkeeping, annual budgets, holding, disbursing, and investing all funds and securities of the Chapel. Other specific financial authority may also be designated to the Finance Committee by the Board of Elders. However, the Finance Committee shall have no authority to buy, sell, mortgage, lease, encumber or transfer any real property of the Chapel without the approval of the Board of Elders and a specific vote of the Chapel membership authorizing such action if the value of any such property exceeds two hundred and fifty thousand dollars (\$250,000). The Chairman of the Finance Committee, in addition to the Treasurer and Chairman of the Board of Elders shall be authorized to sign for the Chapel as the legal corporate entity.

TREASURER: As a member of the Finance Committee, the Treasurer shall have custody of all funds and securities of the Chapel, subject to any directions that may be imposed by the Board of Elders or Finance Committee. The Chapel Business Administrator shall assist the Treasurer in the execution of all financial management responsibilities. The Treasurer shall provide a financial report at least monthly to the Finance Committee and at least annually to the Chapel membership at the Annual Business Meeting, and at such other times as may be required by the Finance Committee or Board of Elders.

ARTICLE XI

SUFFRAGE: Only members of The Chapel seventeen (17) years or older or emancipated by marriage shall have the right to vote in any business meeting. All votes of the Chapel membership taken for any purpose shall be by secret ballot. Any issue to be resolved by vote of the membership shall be considered resolved by the total votes cast, there being no requirement that a quorum of the active membership participate in the voting, as long as at least 100 total votes are cast. In the event that the membership is

meeting at two or more locations, the total votes cast at all locations combined shall conclusively resolve the issue.

ARTICLE XII

QUORUM: For purposes of any church business meeting at any location of the church, the members present at such location shall constitute a quorum. For purposes of a meeting of boards or committees of The Chapel, a majority of the members constitute a quorum.

ARTICLE XIII

AMENDMENTS: This constitution may be amended by a three-fourths vote at a regular business meeting or special business meeting called for such purpose, provided that proposed amendments are published in Sunday Chapel bulletins at least two (2) consecutive Sundays prior to said meeting.

First Revisions - May 3, 1987

Second Revisions - June 13, 1993

Third Revisions - December 12, 1993

Fourth Revisions - May 15, 1994

Fifth Revisions - May 1997

Sixth Revisions - September 23, 2001

Seventh Revisions - March 14, 2004

Eighth Revisions - May 2005

THE BY-LAWS

ARTICLE I

RESPONSIBILITIES OF LEADERS

Section 1. The primary responsibilities of Elders are:

- A. Prayer and ministering the word, i.e., teaching and preaching (Acts 6:4);
- B. Provide pastoral care (Acts 20:18; I Peter 5:2);
- C. General governance and oversight (I Timothy 5:17; Acts 11:30).

The Elders shall have co-equal voice and authority and have primary charge for the spiritual welfare of the congregation. The Board of Elders is the final spiritual authority and has the ultimate responsibility for all other aspects of the Chapel as more fully described in the Incorporation Article I of the Constitution. The Board of Elders may call the Chapel together for special business meetings. The Board of Elders shall have responsibility to hire, retain or dismiss all staff or employees of the Chapel consistent with the Personnel Policy and Procedures Manual. Prior to the hiring of staff or employees, the Board of Elders must consult with the Finance Committee concerning the financial aspects of any proposed hiring of personnel. The Board of Elders may delegate certain authority to the Finance Committee, Board of Deacons, staff, employees, committees or advisors as they deem appropriate, but retain ultimate responsibility for any authority so delegated. The Board of Elders shall select a Chairman from among its members each year. The duties of the Chairman shall include chairing Elders' meetings and serving as Moderator of the Chapel. The Chairman shall appoint members of the Board of Elders to serve on the Mission Committee, Personnel Committee and Nominating Committee.

Section 2. The Deacons serve as representatives of the congregation and are to assist the Board of Elders in carrying out the ministry of the Chapel, subject to the direction of the Board of Elders. The responsibilities of the Board of Deacons lie primarily in attending to the maintenance of Chapel facilities and grounds, working in conjunction with the Chapel *Business* Administrator, Management Committee and Finance Committee, to provide physical assistance to Chapel ministries and other tasks, as directed by the Pastors and Board of Elders, including, but not limited to the preparation and serving of the elements of communion and preparation for baptismal services.

Additionally, the Board of Deacons has responsibility to help provide spiritual leadership and counsel. The Board of Deacons shall elect a Chairman and Vice-chairman or two Co-chairmen and Secretary annually.

Section 3. The Finance Committee is to assist the Board of Elders in carrying out the ministry of the Chapel subject to the direction of the Board of Elders. The

responsibilities of the Finance Committee are primarily in the performance of financial management and oversight as further described in Article X of the Constitution. The Finance Committee is to provide a monthly financial report to the Board of Elders as prepared by the Treasurer. The Chairman of the Finance Committee is appointed by the Board of Elders and shall supervise the Committee in the execution of its responsibilities. The Finance Committee is the guardian of all funds, property and legal documents of the Chapel. The Secretary of the Finance Committee shall be the Chapel Business Administrator who will record the proceedings of the Committee and minutes from the Annual Business Meeting and any other Special Called Meetings of the Chapel.

Article II

MEETINGS OF THE CHURCH

Section 1. Services of The Chapel shall be for the purposes of worship, instruction, prayer, fellowship, evangelism and service. The times for such meetings shall be set by the Board of Elders.

Section 2: The annual business meeting shall be held on a Sunday in May to be announced annually at least three consecutive Sundays prior to the called Sunday meeting. All church business meetings whether annual or special may be convened for congregational vote following each worship service in all Chapel locations. All business meetings, annual or special, will be preceded by an informational meeting to be held not less than 3 weeks prior to the business meeting. The chairman of the Board of Elders (or his nominee) shall preside at any informational or business meeting. Notice of the informational meeting shall be included in all notices of the business meeting. The purpose of the informational meeting shall be to discuss any proposals and to entertain suggestions regarding amendments to any of the proposals. No proposal will be submitted at the business meeting for a vote of the congregation unless it has first been approved and recommended by the elders. There shall be no amendment to any proposal at any business meeting at which votes shall be cast, except for the correction of errors which are purely typographical or clerical. In the event that the church is meeting at two or more locations, the elders may designate the location or locations at which informational and business meetings may be held, provided that the notice of the meetings shall contain information as to the specific locations at which each meeting will be held. In addition to the annual business meetings, the elders may call special meetings for informational discussions and for the purpose of making decisions requiring congregational vote. The announcement of all business meetings, whether

annual or special, shall be made during the worship service in all Chapel locations and published in Sunday bulletins at least three consecutive Sundays prior to any called meeting.

ARTICLE III

PARLIAMENTARY PROCEDURE

Any question that may arise as to the parliamentary procedures not covered by the Constitution or By-Laws will be settled by reference to the latest edition of Robert's Rules of Order. Such rules of order shall govern all business meetings whether annual or special.

ARTICLE IV

AMENDMENTS

These by-laws may be amended by three-fourths vote at a regular meeting or special business meeting called for such purpose, provided that proposed amendments are published in church service bulletins two consecutive Sundays prior to said meeting.

First Revisions - May 3, 1987
Second Revisions - June 13, 1993
Third Revisions - December 12, 1993
Fourth Revisions - May 15, 1994
Fifth Revisions - September 23, 2001
Sixth Revisions - March 14, 2004
Seventh Revisions - May 22, 2011

