

BYLAWS
of the
DUKE UNIVERSITY CHAPEL NATIONAL ADVISORY BOARD

Duke Chapel is home to an interdenominational Christian community formed by the life and ministry of Jesus Christ. Just as Jesus broke down the wall that divides humankind from God, the Chapel aims to be a “church without walls,” desiring to bridge all people to God’s reconciling love.

I. Chapel Vision and Mission¹

Our Vision

To respond to God's all inclusive love at Duke, in Durham, and in the world.

Our Mission

Rooted in the love of God in Jesus Christ, Duke Chapel bridges faith and learning by nurturing and embodying the intellectual, ethical, and spiritual life.

- A. Through its tradition of inspiring worship and music, and a calling to walk with people of all faiths and circumstances, Duke Chapel stands as a beacon of hope on campus and in the community that bridges faith and learning.
- B. The Chapel is a university-wide organization that supports the religious life of the campus community and promotes moral reflection and commitment in personal, professional, community, and civic life.

II. Organization

- A. The Chapel is housed administratively and fiscally within the Office of the President.
- B. The work of the Chapel is overseen by a Dean who is appointed for a five-year term by the President. The Dean is responsible for the management, operation, and administration of the Chapel and its activities. The Dean’s performance will be evaluated on an annual basis by the President, and a formal performance review will be conducted for every five-year term with final approval by the President.
- C. The Duke University Chapel National Advisory Board (the “Advisory Board” or “Board”) advises and assists the Dean and senior leadership of the Chapel in carrying out the Vision and Mission of the Chapel. In so doing, the Board abides by and encourages adherence to university-wide standards of ethics, professionalism, and diversity, equity, and inclusion.

¹ Originally adopted in 2019.

III. Governance of the Advisory Board

Article I Name

The name of this body will be the Duke University Chapel National Advisory Board.

Article II Purpose

The Advisory Board will provide advice, assistance, and leadership to the Chapel in all matters relating to its programs, projects, and priorities, including:

- Advocacy, outreach, and support by serving as ambassadors of the Chapel throughout the community, region, and world;
- Philanthropy and development by investing personally significant annual gifts, assisting in fundraising activities, suggesting and encouraging support from prospective donors, and hosting donor events;
- Strategic planning and external advising through insight and counsel on mission, student engagement and ministry, worship, music and the arts, donor engagement and philanthropy, communications, hospitality, community outreach and interfaith work, and care for the building;
- Relationship building by bridging the Chapel's relationship to the University, the City of Durham and the Triangle, and to alumni and friends throughout the nation and the world.

Article III Membership and Terms of Appointment

- A. The Advisory Board shall endeavor to have no fewer than fifteen (15) and no more than twenty-four (24) distinguished individuals representing a diversity of professions and walks of life. In addition, there shall be no fewer than five *ex officio* members of the Board:
- i. The Dean of the Chapel;
 - ii. At least two matriculated students; additional students may be added to provide continuity in student representation on the Advisory Board; and
 - iii. At least two Faculty, Staff members, or directors of Religious Life groups at the discretion of the Dean.

The Advisory Board shall form and maintain a Nominating Committee consisting of the Chair and Vice-Chair of the Advisory Board, the Dean of the Chapel, and up to three additional members of the Board jointly appointed by the Chair of the Advisory Board and the Dean. The Dean and this Committee will collaborate to review all prospective and recommended candidates for membership, determine their willingness to serve, and pass selections on to the full Board for approval. The Chapel Director of Development will assist in organizing the activities of the Nominating Committee.

- B. Members of the Advisory Board shall serve one three-year term. If recommended by the Nominating Committee and approved by the full Board, a member may serve additional terms for a maximum of nine consecutive years. After a member has served three consecutive terms, they may not be nominated or elected until one year after the expiration of the third term. It is the intent that the terms will be staggered, with the goal of one-third turnover each year.

Article IV Officers

- A. The officers of the Advisory Board shall consist of a Chair and a Vice-Chair.
- B. The Chair shall be appointed by the President of Duke University and shall serve for three years.
- C. The Vice Chair shall be elected by the Advisory Board on the basis of recommendations from the Nominating Committee and the Dean and shall serve for three years.

Article V Meetings

- A. The Advisory Board shall meet at least twice per year, in the Fall and Spring. The schedule of meetings will be determined by the membership, with an effort made to establish standing meeting times. The Advisory Board shall also meet whenever a meeting is called by the Chair, with such notice as is reasonable to provide in the circumstances.
- B. A quorum of the Advisory Board shall be a majority of the Board members. When a quorum is present, and except where otherwise specified, the Board's approval shall be determined by a majority of members present.
- C. Each Board member shall pay their own travel expenses incurred by attending meetings of the Advisory Board. The Chapel may pay all or some portion of the travel expenses for members who are academics, non-profit employees, in school, young alumni, or who would otherwise not be able to attend the meetings. Board members are encouraged to speak to the Dean of the Chapel on this matter.

Article VI Working Groups

In addition to the Nominating Committee (*see* Article III.B), the Chair, in partnership with the Dean and senior staff members, may establish working groups to lead or to assist with Chapel priorities and programs.

Article VII
Conflict of Interest and Confidentiality

- A.** If the Chapel considers any vendor relationships, strategic partnerships, or collaborations of any sort with organizations who employ or are otherwise affiliated with individual Board members, the Chair and the Dean shall decide whether that Board member should be recused from any related Board conversations on the topic. All Board members will be made aware of the conflict of interest statement during recruitment.

- B.** To facilitate effective advice and assistance, the Dean and senior Chapel leadership may share with the Board confidential information relating to personnel and employment matters, fundraising, non-public university initiatives, and other sensitive topics. Board members shall maintain the confidentiality of such information unless disclosure is expressly authorized by the Dean or the member(s) of the senior Chapel leadership providing the information.

Article VIII
Amendments

These bylaws may be amended at any time by a two-thirds majority of those present at a meeting of the Advisory Board where a quorum is present.

APPROVED BY THE ADVISORY BOARD
MAY 13, 2022
Reaffirmed with changes to nomination process
March 3, 2023