BY-LAWS

FRIENDS OF DUKE CHAPEL

REVISED
4-3-81

REVISED
11-10-81

REVISED
4/9/00

REVISED
5/22/05

REVISED
12/3/11
A group of persons interested in Duke University Chapel hereby associate themselves, and others who hereafter may wish to become associated with them, in the following manner:

I. **NAME:** The name of the association shall be the Friends of Duke Chapel, hereafter referred to as Friends.

II. **MISSION AND PURPOSE**

**MISSION STATEMENT:** The Friends of Duke Chapel are stewards of the profound influence that the Chapel has on the spiritual life of a great university.

**PURPOSE:** The Friends of the Chapel:
A. use their time, talent and treasure to support the ministry of Duke Chapel
B. offer suggestions and guidance for new programs of worship and the arts and for innovative ministry, outreach and service to meet the needs of an ever changing University community and community at large
C. stay involved in the life of the Chapel through active communication and participation
D. foster a sense of belonging to the Chapel community

III. **FRIENDS OF DUKE CHAPEL**

A. The Friends shall be open to any person who shares the purposes and objectives of the group. An annual contribution for support shall be sought from each Friend. A contribution may be designated to any of the Chapel’s current operating funds or endowments.

The name of any person inactive for two consecutive years will be removed from the roster. Friends’ membership will be available on an annual basis, coinciding with the University fiscal year, running from July 1 through June 30.

B. Annual Renewal Campaign

A campaign to renew current and attract new Friends will be undertaken each year. The Chapel development staff shall conduct this campaign. The entire membership of the Friends shall be encouraged to suggest prospective members.

C. Benefits

The benefits of being a Friend shall include, but not be limited to, the following:

1. An invitation for special programs and services conducted solely for the Friends and other special guests as designated by the Board.
2. The receiving of Chapel mailings, publications and electronic communications as designated by the Dean of the Chapel and the Director of Development.

Any of the benefits of the Friends can be added to, adapted, or eliminated by a majority vote of the Friends Advisory Board.
IV. OFFICERS AND ADVISORY BOARD

A. The Friends shall be governed by an Advisory Board consisting of the following officers: President, Vice President, and a minimum of 4 Members at Large selected from the roster of the Friends. The Advisory Board shall further consist of: the immediate past President of the Friends of the Chapel, the Dean of the Chapel, and the Director of Development. Also attending meetings should be a Chapel staff member to maintain minutes of the proceedings.

Elected officers and Members at Large shall serve two-year terms and may be re-elected, but may not serve more than three consecutive terms. If an elected officer’s membership term is complete but s/he has not completed a two-year officer term, s/he may finish the term and rotate off the Board after that year.

A quorum of the Advisory Board shall be 50% of the Board members.

Each Board member shall pay his or her own travel expenses incurred by attending meetings of the Advisory Board. Duke Chapel may pay all or some portion of the travel expenses for members who work for non-profits, are in school, are young alumni, or who would otherwise not be able to attend the meetings.

B. Functions of the Advisory Board

1. To make personally significant gifts based on the Board Member’s capacity.
2. To advise the Duke Chapel Staff and Music Staff concerning the needs of the Chapel, with regard to ministry, music, programs, activities, and the building.
3. To assist the Duke Chapel Director of Development with development efforts of the Chapel by suggesting and soliciting prospective donors and participating in planning events.
4. To govern the Friends of Duke Chapel organization.

C. Duties of the Officers

1. The President shall preside at all meetings, shall chair meetings of the Advisory Board and shall be an ex officio member of all committees except the nominating committee. The President shall appoint the persons to chair all committees. The President shall have the power, after consultation with the officers and two members of the Advisory Board, to act in cases of emergency between meetings.

2. The Vice President shall assist the President in administrative coordination and shall perform the duties of the President in case of absence or disability and such other duties as may be required. The Vice President shall chair the nominating committee.

V. ELECTIONS

Election of officers and Members at Large of the Advisory Board shall be by a majority vote of the Advisory Board of the Friends of the Chapel at the end of each academic year.
Announcement of new members of the Advisory Board will be made by means of the Friends of Duke Chapel newsletter.

VI. COMMITTEES

A. The President shall appoint such standing or temporary committees as are necessary in the opinion of the President or a majority of the Board, and any member of the Friends is eligible to serve on such a Committee.

B. Standing Committees
   The Nominating committee shall be comprised of two Board members and the Vice President, who will chair the committee. The Nominating committee will annually present to the Advisory Board a slate of candidates for officers and members at large of the Friends Advisory Board.

VII. MEETINGS

There shall be an event to which all Friends are invited at least once per year. The exact time and place shall be determined by the Director of Development in consultation with the Dean of the Chapel and the President of the Friends Board. A report of the current year's activities shall be presented and any other business of the group may be discussed. The membership shall be notified of this meeting not less than two weeks prior to the date set.

VIII. FRIENDS OF DUKE CHAPEL FUND

Contributions to the Friends of Duke Chapel Fund shall be deposited in the Gift Records Office of Duke University and shall be acknowledged to the donors. The Advisory Board may make recommendations on the use of these funds. All fund-raising activities shall be closely coordinated with the Development office.

IX. AMENDMENT OF BYLAWS

These Bylaws shall be amended by a majority vote of those present at any meeting to which all Friends are invited, with all changes first being approved by the Advisory Board and then submitted to the Friends roster at least two weeks prior to the meeting.