



Appendix C:

CHAPTER BYLAWS

BYLAWS OF

Article 1: Name and Purpose

The name of the organization shall be The _____ Chapter of CBE International.

The _____ Chapter of CBE International is organized exclusively for charitable, scientific and education purposes. It exists to promote the purposes of CBE International (CBE) and the growth of the individual members in their Christian faith and their commitment to CBE's Statement of Faith, Core Values, and Mission Statement, through lectures, resources, meetings, and other appropriate means within the geographic boundaries of the chapter. The chapter shall not apply for their own 501(c)(3) status without prior approval from CBE.

Article 2: Chapter Covenant with CBE

In consideration of the granting of CBE's 501(c)(3) status, The _____ Chapter of CBE covenants to faithfully perform and adhere to the requirements of the CBE Chapter Charter, and CBE Chapter Manual including all policies therein, all as the same may be amended from time to time by CBE.

Article 3: Statement of Faith, Core Values, and Mission

The _____ Chapter of CBE and each of its steering committee members will subscribe to CBE's Statement of Faith, Core Values, and Mission Statement.

The _____ Chapter of CBE will conduct all of its local activities in a manner not contrary to CBE's Statement of Faith, Core Values, and Mission Statement, and the bylaws of CBE; all as the same may be amended from time to time by CBE.

Article 4: Members

Choose one of the options below.

_____ The chapter [will not] have official membership. (Sections 1 – 5 do not apply.)

_____ The chapter [will] have official membership. (Sections 1 – 5 apply.)

Section 1: Eligibility for Membership - Application for membership shall be open to any adult individual residing or working within the [chapter location] area that supports CBE's Mission, Statement of Faith, and Core Values of CBE. Membership is granted after completion and receipt of a membership application and annual dues (if any). All memberships shall be granted upon a majority vote of the Steering Committee.

Article 4: Members, continued

Section 2: Annual Dues - The amount required for annual dues shall be \$XX.XX each year, unless changed by a majority vote of the members at an annual meeting of the full membership. Continued membership is contingent upon being up-to-date on membership dues.

Section 3: Rights of Members - Check one of the following:

_____ Members of the chapter will have voting rights when it comes to issues of chapter leadership.

_____ Members of the chapter will not have voting rights within the chapter, unless elected as a Steering Committee member.

Section 4: Resignation and Termination - Any member may resign by filling a written resignation with the president or secretary. Resignation shall not relieve a member of unpaid dues, or other charges previous accrued. A member can have their membership terminated by a majority vote of the membership.

Section 5: Non-voting Membership - The Steering Committee shall have the authority to establish and define non- voting categories of membership.

Article 5: Meetings

The chapter is required to hold certain meetings each year in order to remain active.

Section 1: Annual Business Meeting - The chapter will hold at least one (1) annual business/planning meeting per year. The chapter annual business meeting shall include the following:

- Review financial reports and analyze the chapter's impact over the previous year.
- Complete and sign the chapter's Annual Report Form.
- Elect officers and steering committee members.
- Review chapter bylaws and confirm or amend as needed.
- Complete a Strategic Plan and SWOT Analysis, which shall determine the chapter's annual goals and objectives.
- Other business at the chapter's discretion.

Section 2: General Meetings - The chapter will hold a minimum of two (2) general meetings per year. General meetings may take the form of book discussions or bible studies, CBE audio and video recording discussions, speakers or panel discussions, outreach meetings/connecting with local churches, and chapter conferences.

Article 5: Meetings, continued

Section 3: Meeting Reports - The chapter will take minutes at each meeting and send their minutes/reports to CBE's chapter liaison. The chapter may create their own minutes, or the chapter may use Appendix G: Meeting Report Form, as provided by CBE.

Section 4: Quorum - Except as otherwise specifically provided for in these Bylaws, the presence of a simple majority of the Steering Committee shall constitute a quorum for the transaction of business.

Section 5: Insurance – The chapter shall ensure that all meeting venues provide sufficient insurance and/or liability coverage. In the case of larger chapter events or conferences, the chapter is required to submit certificates of insurance for all venues to CBE before the chapter begins to market their conference.

Article 6: Steering Committee

The chapter shall be run by a Steering Committee who shall consist of, at minimum, a president, treasurer, and secretary, who shall be responsible for complying with the Chapter Bylaws, Chapter Charter, and Chapter Manual in their entirety.

Section 1: President - The chapter President shall lead the Steering Committee, conduct business and regular meetings, lead chapter engagement with chapter members and local communities, and ensure that the chapter operates in an effective, efficient manner, as stated in the Chapter Manual. The President shall be present at all chapter meetings, when possible, and may vote on chapter matters.

Section 2: Treasurer - The Treasurer of the chapter shall oversee the chapter's finances, ensure the chapter is fiscally responsible, prepare chapter budgets, prepare monthly financial reports, prepare a year-end report for CBE, and establish the chapter's financial accounts as stated in the Chapter Manual. The Treasurer may vote on chapter matters.

Section 3: Secretary - The Secretary of the chapter shall take minutes at chapter meetings, prepare and distribute copies of meeting minutes to the Steering Committee, prepare chapter correspondence at the direction of the chapter President, and receive and send communications to/from CBE or third parties if the chapter President is unavailable, as stated in the Chapter Manual. The chapter Secretary may also vote in chapter matters.

Section 4: Other Steering Committee Members - The chapter may appoint additional Steering Committee members and roles at the chapter's discretion. This section shall be updated by the chapter at inception and amended at each annual business meeting as necessary.

Section 5: Elections - The chapter shall hold Steering Committee elections once every [1 or 2] years, through [physical ballots, electronic ballots], which shall be planned and executed properly and fairly, to ensure each individual running for

Article 6: Steering Committee, continued

a Steering Committee position has a fair chance to being elected. Each prospective chapter leader shall fill out a chapter leader reference form, as provided in Appendix A of the Chapter Manual, and submit them to the current Steering Committee/nominating committee, and chapter members shall be notified one month in advance of the upcoming elections. The results of the chapter elections shall be reported by the chapter to CBE's chapter liaison within 4 weeks of holding an election.

Section 6: Terms - Steering Committee members will serve a term of (1-3) years, with an arrangement whereby only a certain number of members of the Steering Committee are elected in a given year.

Section 7: Term Limits - Steering Committee members will serve no more than two (2) consecutive terms as a Steering Committee member, unless no other option is available. The office of President and the office of Treasurer cannot be held by the same Steering Committee member simultaneously.

Section 8: Removal - A Steering Committee member may be removed due to excess absences-- more than two absences from meetings in a year. A Steering Committee member may be removed for other reasons by a minimum of a two-thirds vote of the Steering Committee.

Section 9: Resignation - Any member of the Steering Committee may resign at any time by providing a written or electronic notice to the remaining members of the Steering Committee.

Article 7: Chapter Staff

The chapter will not hire staff without prior approval from CBE International.

Article 8: Indemnification of Officers

The chapter may indemnify, and make advances of reasonable expenses to each Steering Committee member, whether or not then in office, to the fullest extent prescribed by [State] law. The chapter may purchase and maintain insurance on behalf of any person in that person's official capacity against liability asserted against and/or incurred by the person arising from that capacity, whether or not the chapter would have been required to indemnify the person against the liability hereunder or under the provisions of [State] law. The foregoing right of indemnification and the right to receive advances of expenses shall not be exclusive of other rights to which any Steering Committee member may be entitled as a matter of law.

Article 9: Other Committees

The chapter may form additional subcommittees to the chapter, either temporary or permanent, for duties and

Article 9: Other Committees, continued

responsibilities as determined by the Steering Committee. This article shall be updated by the chapter at inception and amended at each annual business meeting as necessary.

Article 10: Confidentiality/Privacy

Each member of the Steering Committee shall read, sign, and abide by CBE's Confidentiality Policy and Privacy Policy, as provided in Appendix A of the Chapter Manual.

Article 11: Conflict of Interest

Each member of the Steering Committee shall read, sign, and abide by CBE's Conflict of Interest Policy, as provided in Appendix A of the Chapter Manual.

Article 12: Sexual Harassment and Other Forms of Harassment Policy

Each member of the Steering Committee shall read, sign, and abide by CBE's Sexual Harassment or Other Forms of Harassment Policy, as provided in Appendix A of the Chapter Manual.

Article 13: Political Endorsement Policy

No substantial part of the activities of the chapter shall be the carrying on of political propaganda, or otherwise attempting to influence government legislation, and the chapter shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these by-laws, the chapter shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of the chapter and CBE. For example, contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the IRS restrictions governing 501(c)(3) tax exempt organizations and may result in revocation of CBE's tax-exempt status. CBE retains the right to intervene when a chapter participates in any restricted/prohibited activities. Such intervention may include, but is not limited to, requiring the chapter to remove the prohibited content and other content CBE deems not relevant to CBE's Statement of Faith, Core Values and Mission from their website, social media and other platforms.

Article 14: Finances

The chapter shall finance its own activities, and all funds will be handled responsibly and in accordance to both IRS and ECFA guidelines.

Section 1: Bank Account – The chapter shall open its own separate bank account for the withdrawal and deposit of chapter funds, so long as the chapter receives donations or membership dues. The chapter will not deposit funds or donations into a personal checking or savings account under any circumstances, nor will the chapter purchase or lease any real property without the advance written approval of CBE. Chapters will not borrow funds, such as taking out loans and/or credit cards.

Section 2: Financial Records – The chapter shall keep track of all funds, both incoming and outgoing, that are handled by the chapter, in records that shall be available for inspection by the IRS and CBE.

Section 3: Account Information – The chapter shall provide to CBE the name, account, and location of the bank account used for chapter purposes, as well as the names of people who have access to receive and distribute funds on the chapter account, and any bank costs related to the account.

Section 4: Donations and Fundraising – The chapter may raise funds for their own expenses and for CBE, but shall not raise funds for any person or other organizations. All donations shall be followed-up by a thank-you letter to the donor which includes a tax-deductible receipt. Information regarding donations will be provided to CBE, as stated in the Chapter Manual.

Section 5: Financial Reporting – The chapter shall include all financial reporting in the chapter's Annual Report Form, as well as Appendix L: Chapter Finances, as stated in the Chapter Manual.

Article 15: Annual Reporting

The chapter shall complete Appendix F: Annual Report Form by January 31 each year in order to maintain activity, as stated in the Chapter Manual, to provide the necessary information for CBE to file the chapter's 990-N each year.

Article 16: Amendments

Any amendment to these bylaws must be approved first by a majority two-thirds vote of the chapter Steering Committee, then approved by CBE.

Article 17: Dissolution and Termination

The chapter can be dissolved by CBE at any time. Your chapter also has the right to terminate the Charter between CBE and the chapter, and, as a result, relinquish all association with CBE and cease to exist as a CBE chapter.

Upon dissolution or termination, the chapter shall complete all the steps listed in Appendix M: Chapter Termination Form and return the completed form to CBE.

Article 17: Dissolution and Termination, continued

These bylaws were approved by the steering committee of the _____ Chapter of CBE International on _____.

These bylaws were approved by CBE International on _____.

By _____.