

BOARD OF DIRECTORS HANDBOOK
PURDUE CHRISTIAN CAMPUS HOUSE, INC.

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This document is intended to serve as a guideline related to Board Members of Purdue Christian Campus House. This document recognizes the Articles of Incorporation and Bylaws of Purdue Christian Campus House, Inc. and other documents and historical records that may have value in determining the proper course of action to issues related to the Board of Directors.

This document also recognizes the unique nature of the relationship between a campus ministry and its board. In such a relationship there is a need to craft and abide by a careful set of guidelines, but we recognize that occasionally grace needs to be granted for extenuating circumstances. It is this careful balance of principles and grace that this document respects.

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The Board of Directors Is

Purpose

The purposes of the Board of Directors of Purdue Christian Campus House, Inc. (PCCH) is to provide, uphold, and perpetuate core purposes that enable adequate facilities and programs for a Christian campus ministry for students attending Purdue University. To oversee the personnel, finances, and vision of the ministry, and to select, nurture and support the staff necessary to fulfill this purpose and any necessary succession to this purpose. It is a call to focus on the *ends*, and trust the *means* to a capable staff.

Core Values

To be thoroughly and genuinely affected, and clearly communicate, what God is doing at Campus House

- To pray
- To affirm ministry direction
- To confirm policy
- To oversee
- To encourage resource development
- To uphold vision
- To ensure Biblical integrity
- To function within a team
- To model respect and integrity

Composition

Size

Purdue Christian Campus House Board of Directors (the Board) will number from 11-13 determined by the Nominating Committee based on timing and availability of personnel. It is in the best interests of PCCH to maintain a broad range of ages and an accurate cross-section of constituents on the Board.

Term

Board Members shall be elected for a term of three (3) years. There is no limit to the number of successive terms, but membership is reviewed annually by the Nominating Committee. An effort should be made to stagger Board Member terms such that no more than approximately one-third of the Members' terms expire concurrently.

Officers

Chair

The Chairperson of the Board (President) is responsible to run the regular meetings of the Board; call business and discussions to order; and uphold Board principles and purposes.

Vice Chair

The Vice Chairperson of the Board (Vice-President) is responsible to fulfill the Chairperson's duties in their absence. The Vice Chair of the Board is also the Chair of the PCMF Board.

Secretary

The Secretary of the Board shall sign such instruments as require his/her signature. The Secretary approves the minutes and submits to the Director of Operations and the Board for approval. The Secretary may appoint another Board Member or a Staff Member to take minutes at official Board meetings.

Treasurer

The Treasurer of the Board shall sign or counter sign such instruments as require his/her signature and shall perform all duties incident to his/her office or that are properly assigned to him/her by the Board of Directors. By default, the Chair of the Finance Committee shall fulfill this office. The Treasurer of the Board is also the Secretary/Treasurer of the PCMF Board.

Financial Secretary

The Financial Secretary of the Board does not have to be a member of the Board. They may be a member of the staff. The Financial Secretary shall be responsible for proper budgeting of corporate funds, and shall oversee regular books of account and balance same.

See Article 5- "Officers" of the Purdue Christian Campus House Bylaws for more information on responsibilities of officers. (Appendix B)

Prerequisites

Potential Board Members may be men or women from member or non-member ministries who live close enough and are willing to take the time to participate in Board meetings, model the core principles of a Board Member, and whose beliefs are consistent with those of Campus House (as outlined in our Statement of Faith-Appendix C).

Fundraising Expectations

Since Purdue Christian Campus House is supported by many individuals, it is important that all members of the Board show leadership in financially supporting the ministry. After your donations to your home church, we expect that Campus House will be among your highest philanthropic priorities. Donating in this meaningful and significant way will further show your commitment and support, and we feel it is appropriate to ask our Board to be leaders spiritually, professionally, and financially. In addition, while serving as a Board Member, it is expected that you participate in fundraising activities on behalf of the ministry. The types of activities will be guided by the Director of Development.

Board Meetings

Schedule

Board meetings shall employ a simplified version of Robert's Rules of Order to keep things moving. Common practice will be to make motions which require a second followed by a majority vote of a quorum to put actions in place.

Although votes are passed by a majority, it is in the best interests of Board relationships and a spirit of unity that each person has an opportunity to be heard and we strive for a consensus with a like vision.

Agenda

The agendas for the official Board Meetings will be prepared by the Director of Operations in consultation with the Chair of the Board and distributed to the Board Members in advance of the meeting.

Access

All Lead Team staff are expected to attend all official Board Meetings unless an extenuating circumstance comes up that will not allow it. Any other staff are welcome to attend with prior consent of the Director of Operations or Lead Pastor.

See Article 4, Section 10 of the Purdue Christian Campus House Bylaws for more information on Board Meetings. (Appendix B)

Structure

Standing Committees

The Board of Directors of Purdue Christian Campus House will utilize specialty committees. Board Members are appointed to committees by the Nominating Committee. Committees will strive to have three (3) and no more than five (5) members. The Nominating Committee will strive to revolve membership on committees when possible.

In many cases Board Members may serve on multiple committees or hold an office and chair a committee. In some cases staff may serve on committees as well. The Director of Operations and Lead Pastor maintains the right to attend any committee he/she deems necessary unless there is an extenuating circumstance or confidentiality concern.

Personnel

The Personnel Committee of the Board shall be run by a Chair whose duties are similar to the Chair of the Board for their respective committee. The Personnel Committee shall be responsible for an annual compensation review of the Staff (in consultation with the Assistant Director of Business Administration), recommending to the Board all fulltime staff hires, annually reviewing the Director of Operations and Lead Pastor, and dealing with any personnel issues related to Staff that may come up.

Finance

The Finance Committee of the Board shall be run by a Chair whose duties are similar to the Chair of the Board for their respective committee. The Finance Committee shall be responsible for presenting the annual budget to the Board, monitoring ongoing financial performance, and to review any substantial changes to this budget. The Assistant Director of Business Administration of PCCH sits on the Finance Committee, but has no authority to vote.

Nominating

The Nominating Committee of the Board shall be run by a Chair whose duties are similar to the Chair of the Board for their respective committee. The Nominating Committee shall be responsible for upholding the core principles among the members of the Board, appointing Board Members to committees and slating officers of the Board by the April Board meeting, and narrowing and slating

potential Board Members by the January meeting annually. The Director of Operations and Lead Pastor of PCCH sits on the Nominating Committee, but has no authority to vote. In the case of appointing members to the Nominating Committee, the Director of Operations and Lead Pastor, the Chair, and the Vice Chair of the Board must approve in the interest of accountability.

Executive

The Executive Committee of the Board shall be run by the Chair of the Board. The Executive Committee shall be responsible for bridging the time between Board meetings, allowing the ministry to move as nimbly as necessary, and ensuring that a representation of the Board is well informed of matters at PCCH. The Executive Committee is comprised of the Chair of the Board, Vice Chair of the Board, Chair of the Finance Committee, Chair of the Nominating Committee, and the Chair of the Personnel Committee. The Director of Operations and Lead Pastor of PCCH sits on the Executive Committee, but has no authority to vote.

Ad Hoc Committees

Ad Hoc Committees shall be formed as necessary to accomplish specific tasks. The duration and terms of their appointment will be determined on an as-needed basis. Anyone necessary may sit on an Ad Hoc Committee (Board Members, Staff Members, outside consultants, or anyone else with an expertise and an interest in the task at hand).

Additional information regarding committees and the Board in general are available in the PCCH Policies and Guidelines. (Appendix D)

Reviews & Nominations

Performance Reviews

Board Members' performance and adherence to the Core Principles will be annually assessed by the Nominating Committee. This committee may request additional information from a Board Member or set up a meeting if they deem necessary.

Additionally, the Nominating Committee will formally assess each Board Member once at the end of their term. This will happen before the annual meeting in the school year the term expires. The Nominating Committee will distribute a self-evaluation to the Board Member in the August Board meeting and it will be due back to the Nominating Committee within thirty (30) days, and not later than the November Board meeting (see Appendix E for Board Member self-evaluation). If there are any questions or concerns, the Nominating Committee shall contact the Board Member at this time.

Nominations

The Nominating Committee is responsible to slate Board Nominees. Those eligible to be slated may be current Board Members who would like to be nominated for an additional term, or anyone who fits the prerequisites (mentioned previously in this document). Nominees need not be from a particular region or ministry.

These individuals may be suggested by anyone to the Nominating Committee, but the Nominating Committee is responsible to evaluate all potential nominees and make a slate to present to the Board. A current Board Member will not automatically be slated for another term. The Nominating committee must make this determination. Nominating Committee has the responsibility to slate potential Board Members based on the needs of Campus House and the merits of the individuals. The Nominating Committee provides a Board Nominee Self-Evaluation Form (see Appendix F) and follows it up with questions or meetings as they deem necessary.

The Nominating Committee will provide the slate of potential Board Members by the January Meeting.

Accountability

Although all board members are expected to accept the sacred trust to which they are called, the Nominating Committee will be given the responsibility of evaluating board members' adherence to stated core values and prerequisites. The Nominating committee shall consult the Board officers or the Director of Operations and Lead Pastor as necessary.

Additional information regarding accountability in general is available in the PCCH Policies and Guidelines Article 4, Section 9. (Appendix D)

Matthew 18: ¹⁵“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. ¹⁶But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’¹⁷If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

By-Laws of
PURDUE CHRISTIAN CAMPUS HOUSE, INC.

ARTICLE 1 - NAME

Section 1. The name of this organization shall be “The Purdue Christian Campus House, Inc.” and shall herein after be referred to as the Corporation.

ARTICLE 2 - PURPOSES

Section 1. The purposes of the Corporation are:

- To provide, maintain, and perpetuate a Christian campus ministry for students attending Purdue University.

- To own, provide and maintain housing accommodations and facilities for the use of students involved in the campus ministry while attending Purdue University.

- To sponsor any Purdue Student organization that may be organized to further the purposes of the Corporation.

ARTICLE 3 - MEMBERSHIP

Section 1. The members of this Corporation shall be Churches of Christ or Christian Churches who are active and conduct a place of worship devoted to the restoration of the New Testament Christianity, and who financially support the Corporation. The minimum financial support required shall be determined by the Board of Directors.

Section 2. Each member church of this Corporation shall select a member of their congregation who will represent such member at all meetings. The name of their authorized representative who will attend the meeting shall be submitted in writing to the principal office of the Corporation.

Section 3. The members of the Corporation shall hold an annual meeting at such time and place within the State of Indiana as the Directors shall determine. At this annual meeting, the Directors of the Corporation shall report to the members their activities and shall discuss matters relating to the future operation of the Corporation.

Section 4. Notice of meetings of members shall be sent by first class mail to each member as it appears upon the records of the Corporations at least fifteen (15) days before the date of the meeting. In the case of a special meeting, the notices shall state the

purpose of the meeting. Notice of any meeting may be waived by the member in writing, and attendance of a member's representative at the meeting in person or by proxy shall be deemed a waiver of such notice.

Section 5. Special meetings of members may be called at any time by the President or a majority of the Board of Directors.

Section 6. A quorum of any meeting shall consist of the members of the Corporation represented by a representative in person or by proxy. A majority vote of such quorum shall decide any question that may come before the meeting.

Section 7. At all meetings of the members each member shall be entitled to one vote and such vote may be given in person by the authorized representative, or by written proxy. All proxies to be valid, shall be filed with the secretary of the Corporation at or before the time of commencement of such meeting.

Section 8. A complete and accurate list of the names and addresses of the membership and their authorized representatives shall be maintained at the principle office of the Corporation. It shall be subject to inspection by any member for any proper purpose at any reasonable time.

Section 9. The election of Directors shall be held at the Annual Meeting and said elections shall be by written ballot *or by proxy as outlined in Article 3 Section 7.*

Section 10. The order of business at the Annual Meeting, and, so far as possible at all other meetings of the membership, shall be as follows:

- Prayer
- Proof of due notice of meeting or waiver of notice
- Disposal of any unapproved minutes
- Reports of Officers and committees
- Unfinished business
- New business
- Adjournment

ARTICLE 4 - DIRECTORS

Section 1. The business affairs of the Corporation shall be managed by a Board of Directors, eleven to thirteen (11-13) in number, who shall be elected by the membership at the Annual Meeting for a term of three (3) years.

Section 2. The Board of Directors may designate members of the Board to constitute an executive committee, which committee shall have and exercise all the authority of the Board of Directors in the management of the Corporation between meetings. The Board of Directors shall ratify those actions at its next meeting.

Section 3. Regular meetings shall be held at such time and place as the Board may establish by resolution.

Section 4. Special meeting of the Board of Directors may be held at any time and place upon call of the President, Secretary or upon the request of thirty (30) percent of the Directors.

Section 5. Notice of special meetings of the Directors shall be made at least 72 hours in advance of any special meeting and shall state the purpose of the meeting.

Section 6. Any vacancy occurring in the Board of Directors shall be filled by a majority vote of the remaining members of the Board.

Section 7. A majority of the whole Board of Directors shall be necessary to constitute a quorum for the transaction of any business, except the filling of vacancies, and the act of a majority of the Directors present at a meeting at which a quorum is present shall be an act of the Board of Directors unless the act of a greater number of Directors is required by law or by the articles of incorporation.

Section 8. Officers of the Corporations shall be elected by the Board of Directors at the first regular meeting of the Board after the Annual Meeting of the membership.
(See Article 3, Section 3.)

Section 9. Any member of the Board of Directors may be removed, for any reason, by an affirmative vote of at least a 2/3 majority of the *Board of Directors* and a successor may be elected at the same meeting to fill the unexpired term of any Director so removed. Failure to elect a Director at such meeting to fill the unexpired term of any Director so removed shall be deemed to create a vacancy on the Board of Directors which may be filled by the remaining Directors in accordance with Article 4 - Section 6.

Section 10. The order of business of any meeting of the Board of Directors shall be as follows:

- Prayer
- Disposal of any unapproved minutes
- Report of Officers and committees

- Unfinished business
- New business
- Adjournment

ARTICLE 5 - OFFICERS

Section 1. The officers of the Corporation shall be elected by the Directors and shall consist of the President, Vice-President, Secretary, Treasurer, and such other officers as the Board of Directors may determine. The President, Vice President, Secretary, and Treasurer shall be a member of the Board of Directors. None of these offices may be held by the same person.

Section 2. The officers shall be elected at the first regular meeting of the Board of Directors after the Annual Meeting of the membership, (see Article 3, Section 3), and the officers so elected shall hold office for the ensuing year or until their successors are duly elected.

Section 3. The President shall preside at all meetings, shall sign such instruments as requiring his/her signature, shall make such reports to the Directors and membership as he/she may deem necessary or as may be required, and shall perform such other duties as are incident to the office or are properly required by the Board of Directors.

Section 4. The Vice-President shall have such powers and shall perform such duties as may be assigned to him/her by the President of the Board of Directors and shall act as President in case of his/her absence.

Section 5. The Secretary shall issue notices for all meeting of the membership and directors, shall keep the minutes of all meetings of the members, the Board of Directors, and the Executive Board, shall sign such instruments as require his/her signature, and shall make such reports and perform such other duties as are incident to his/her office or are properly required by the Board of Directors.

Section 6. A Financial Secretary may be appointed by the Board of Directors, and does not have to be a member of the Board. The Financial Secretary shall authorize disbursement of all money and securities of the Corporation, shall be responsible for proper budgeting of corporate funds, and shall keep regular books of account and balance same. The Financial Secretary or Treasurer shall sign all checks issued upon the funds of the Corporation and the Financial Secretary shall sign or countersign such other instruments as require his/her signature and shall perform all duties incident to his/her office or that are properly assigned to him/her by the Board of Directors.

Section 7. The Treasurer or Financial Secretary shall sign all checks issued upon the funds of the Corporation and the Treasurer shall sign or counter sign such other instruments as require his/her signature and shall perform all duties incident to his/her office or that are properly assigned to him/her by the Board of Directors. The Treasurer shall be responsible for periodic audits of corporate financial record, as may be authorized by the Board of Directors.

Section 8. The Treasurer and Financial Secretary shall give such bond for the faithful performance of his/her duties and with such sanctities as may be ordered by the Board of Directors.

Section 9. Vacancies in any of the offices of the Corporation, for any reason, shall be filled by the Board of Directors at any regular meeting or special meeting called for that purpose and any officer so elected shall serve until the expiration of the term of the person replaced or until his or her successor shall be elected.

Section 10. Any officer of the Corporation may be removed for any reason, by an affirmative vote of the majority of the Board of Directors at any regular meeting or any special meeting of the Board of Directors called for such purpose.

ARTICLE 6 - MISCELLANEOUS

Section 1. All meetings of the Corporation shall be conducted in an orderly manner by the President, Vice President, or their designee.

Section 2. The fiscal year of the Corporation shall begin January 1 of each year.

Section 3. The authority to establish accounts with financial institutions and to withdraw there from or issue checks thereon shall be established by the Board of Directors.

Section 4. No officers, Director or representative of members of the Corporation shall receive compensation for the performance of the duties arising from such position, provided, however, officers, Directors or representative of members of the Corporation may be reimbursed for reasonable out-of-pocket expenses for Corporation business.

Section 5. The Corporation shall be operated at all time on a non-profit basis for the mutual benefit of its membership.

Section 6. In the event of dissolution of the Corporation, the Board of Directors after paying or making provision for the payment of all liabilities of the Corporation, shall dispose of all assets of the Corporation exclusively for the purpose of the Corporation in such manner or to such organizations organized and operated exclusively for religious purpose, as shall at the time qualify as an exempt organization or organizations under Sections 501(C) (3) of the Internal Revenue Code of 1954.

Section 7. The private property of the Officers, Directors and members shall be exempt for execution or other liability for the debts of the Corporation and no Officer, Director, or member shall be liable or responsible for any debts or liabilities of the Corporation.

Section 8. These By-Laws may be amended, or repealed and new By-Laws may be adopted at a Meeting of the *Board of Directors*. Amendments may also be made by special mail ballot, if so ordered by the Board of Directors. A 2/3 majority of those voting shall be necessary for the adoption of any amendment or change. All proposed amendments must be submitted to the Board of Directors at least sixty (60) days prior to the meeting and such proposed amendments shall be sent along with the notice of the meeting.

Section 9. A sponsored Purdue Student Organization must have its constitution reviewed and approved by a majority of the Board before it is submitted to the University. Any amendment to a sponsored Purdue Student Organization's constitution must be reviewed and approved by a majority of the Board.

Section 10. These By-Laws shall be effective upon adoption.

Appendix B *Board Member Self-Evaluation Form*



Campus House

Board Member Self-Evaluation Form

As your current term is nearing its end, we would like to know your thoughts about Campus House and your service as a Board Member. Please respond to the following questions and submit this form to the Chairperson of the Nominating Committee in the enclosed envelope. Thank you for your work and thank you for completing this evaluation.

1. As you look back over your three-year term on the PCCH Board, have there been any obstacles that have been in the way of your serving in the manner you would have liked? Have you been able to attend four of the six meetings per year? Explain.
2. Are you satisfied with the way you were able to receive reports, be aware of the movement of the PCCH ministry, and be involved in the regular meetings and decisions of the Board? Explain.
3. Do you feel that you have been able to “represent” PCCH back in your home congregation and home area? Explain.
4. If you had to evaluate your involvement and participation as a PCCH Board Member on a scale of one to ten (1= low, 10= high), where would you rate yourself? Why?
5. If you were “in charge,” what would you change? What would you keep the same?

6. Do you desire for the Nominating Committee to submit your name for a new three-year term?

_____ Yes

_____ No

Name: _____

Date: _____

Appendix C

Board Nominee Self-Evaluation Form



Board Nominee Self-Evaluation Form

As you consider the opportunity to join the Campus House Board of Directors, we would like to know your thoughts about Campus House and your potential service as a Board Member. Please respond to the following questions and submit this form to the Chairperson of the Nominating Committee in the enclosed envelope. Thank you for your interest and thank you for completing this evaluation.

1. How long have you known about the Purdue Christian Campus House (PCCH) ministry and what (if any) has been your involvement with it?
2. How have you come to be interested in serving on the PCCH Board?
3. Describe your commitment to Christ.
4. Describe your commitment to Christ's Body, the Church.
5. Describe your vision, hopes, dreams, expectations about the role campus ministry can play in the ongoing expansion of God's Kingdom in the world.

6. The Campus House Board meets bi-monthly for 2-3 hours (often in the morning of the 3rd Saturday of the month). The PCCH Annual Thank You Dinner is on last Saturday in February and several committees meet throughout the year at other times. How do you anticipate your service on the Board would fit with other duties and life responsibilities you currently have?

7. What gifts, talents or experience do you have that would enhance the PCCH Board?

8. What is your understanding of the Board in relation to that of the Director and other staff?

9. Please attach names, addresses and phone number of two persons in authority in your local church whom we may contact for a personal reference.

Name: _____ Date: _____

Home Church: _____

Appendix D
Board Calendar

Board Calendar

- January: Board Retreat (extended from 10am-2pm) (*Saturday before classes begin*)
*approve new housing allowances for the year
*potential new Board Members discussed
- February: (*last Saturday in February*)
*introduce new Board Member nominees
- March: Nominating Committee meets to appoint committees and slate officers
- April: Board Meeting (*Spring Fest weekend if possible*)
*invite new members
*officer nominations
- June: Executive committee meets with Lead Pastor and Director of Operations
- July: Personnel Committee reviews staff evaluations and meets with Director of Operations and Lead Pastor
- August: Steak Fry (*Two Saturdays before first week of classes*)
*appoint nominating committee
*deadline for self-evaluations is by November Board Meeting
- October: Finance Committee meets to discuss budget
Nominating Committee meets to narrow and slate potential new Board Members
- November: Budge Board Meeting (*3rd Saturday*)
*approve compensation adjustments
*self-evaluations turned in and re-appointments discussed