

Constitution of Campus Bible Fellowship

Article I — Name and Affiliation

- A. The official name of this ministry shall be **Campus Bible Fellowship (CBF)**.
 - B. This name has been officially registered with the United States Government and, therefore, can be used only under the approval of the General Council of Baptist Mid-Missions.
 - C. CBF operates as a ministry of **Baptist Mid-Missions (BMM)** and functions subject to and in harmony with the BMM policies, principles, and Articles of Faith.
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Article II — Purpose

Campus Bible Fellowship exists to glorify God by making disciples in fulfillment of the Great Commission given in Matthew 28:19, 20. Our passion is to reach out to the unsaved and bring them to faith in Christ, to provide sound Biblical fellowship for Christians, and to edify believers through Christian discipleship. We do this by partnering with local churches of like faith and practice to meet the spiritual needs of students and staff on college and university campuses.

Article III — Statement of Faith

The Articles of Faith of Campus Bible Fellowship shall be the Articles of Faith of Baptist Mid-Missions.

Article IV - Constitutional Amendments

- A. Amendments to this Constitution may be proposed by the Leadership Team.
- B. Written notice of proposed amendments must be sent to all members of the Ministry Team at least **three months** prior to the annual Ministry Team meeting.
- C. Amendments may be approved with a 75% majority vote of the Ministry Team present at the Annual Meeting.

Bylaws of Campus Bible Fellowship

Article V — Purpose of the Bylaws

These bylaws establish the operational procedures, leadership duties, ministry processes, and administrative structures necessary to carry out the mission and governance of Campus Bible Fellowship (CBF) under the authority of the Constitution.

Article VI — Ministry Team and Voting

Section 1 — Ministry Team

- A. The Ministry Team consists of all missionaries appointed by the Elected Council of Baptist Mid-Missions unto Campus Bible Fellowship and cleared for service.
- B. The Ministry Team governs and holds decision-making authority for matters pertaining to the CBF ministry, including but not limited to:
 - 1. Electing officers
 - 2. Approving new ministry locations
 - 3. Overseeing modifications to the Constitution and Bylaws

Section 2 — Voting Privileges

Voting privileges are granted to Ministry Team members who:

- A. Have completed at least one year of service as a CBF missionary
- B. Have attended at least one previous Annual Ministry Team Meeting

Section 3 — Loss and Restoration of Voting Privileges

- A. A member who misses two consecutive Annual Ministry Team Meetings shall lose voting privileges at the next meeting.
- B. Voting privileges may be restored with both:
 - 1. Attendance at the next Annual Ministry Team Meeting
 - 2. Affirmation by the Leadership Team.

Section 4 - Meetings

A. Annual Ministry Team Meeting Notice

Written notice of the Annual Ministry Team Meeting shall be sent to all CBF missionaries at least **two months** prior to the meeting.

B. Purpose of the Annual Ministry Team Meeting

1. Election of officers
2. Review and approval of policy changes
3. Financial reporting
4. Ministry strategy and collaboration
5. Amendments to constitution and bylaws
6. Inspirational and educational sessions

C. Attendance Requirements

1. Attendance is mandatory for all CBF missionaries cleared for ministry.
2. Requests for exemption must:
 - a. Be submitted in writing one month in advance of the meeting. Unforeseen circumstances may be taken into consideration.
 - b. State the reason for the request.
 - c. Be sent to the Team Leader with copies to the Director and North America Administrator.
3. Approval for exemption must be granted by the Leadership Team.

D. Quorum and Procedure

1. A quorum shall consist of **50%** of eligible voting members.
2. Meetings shall follow the current edition of **Robert's Rules of Order**.

E. Ministry Team Contributions

1. Funds for Team ministries shall be provided by monthly contributions from each missionary unit.
2. The contribution amount shall be reviewed by the Leadership Team and approved by the Ministry Team.

Article VII— Leadership Team

Section 1 — Composition and Purpose

- A. Consists of the following officers:
 - 1. Team Leader
 - 2. Assistant Team Leader
 - 3. Secretary
 - 4. Treasurer
 - 5. Historian
- B. Performs the routine business of the Ministry Team.
- C. Prepares a preliminary agenda of business items in the form of motions for consideration by the Ministry Team at its Annual Meeting. This agenda in no way limits the business of the meeting.
- D. Strategizes and sets goals.
- E. Functions as an overseer to collect annual goal submissions from each committee chairperson and allocates time for each committee to report at the following year's Annual Ministry Team Meeting.
- F. Is authorized to spend up to \$500 per project and up to \$2,000 in executive session for regular bills or urgent matters.

Section 2 — Election and Terms

- A. Nominations shall be received from the floor during the Annual Ministry Team Meeting.
- B. Officers shall be elected by ballot by the Ministry Team in person at the Annual Ministry Team Meeting.
- C. Voting by acclamation shall not be permitted.
- D. Terms of office shall be two years for the Team Leader, Assistant Team Leader, Secretary, Treasurer, and Historian.
- E. The Team Leader shall not exceed two consecutive terms.
- F. Eligibility for Team Leader requires prior service on the Leadership Team.

Section 3 - Meetings

- A. Meetings shall be called by the Team Leader, or by the Secretary at the request of two Leadership Team members.
- B. A majority of Leadership Team members shall constitute a quorum.
- C. Minutes of such meetings shall be distributed to all Leadership Team members.
- D. To address specific time-sensitive issues, the Leadership Team can call for special meetings with the Ministry Team outside of the Annual Ministry Team Meeting.

Section 4 — General Vacancy Procedures

- A. Leadership Team or Director vacancies shall be filled on a temporary basis by the remaining officers.
 - B. Temporary appointments shall last until the next Annual Ministry Team Meeting.
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Article VIII — Leadership Responsibilities

Section 1 — Director

The Director is a CBF missionary appointed by the Ministry Team in consultation with Field Administration for an indefinite term of service to provide coordination and administrative oversight. Duties include:

A. Leadership Responsibilities

- 1. Serve as liaison between Baptist Mid-Missions and CBF.
- 2. Participate as an involved member of all standing committees encouraging progress toward goal achievement.
- 3. Provide general consultation and guidance to staff.
- 4. Report directly to the Ministry and Leadership Teams during their regular business meetings.
- 5. Maintain a file of all important documents pertaining to CBF and make this information available to the successor.

B. Online and Communication Responsibilities

- 1. Oversee national website maintenance.
- 2. Manage CBF social media presence.
- 3. Maintain the national CBF ministry email.

C. Recruitment Responsibilities

- 1. Oversee recruitment trips.
- 2. Promote CBF through Baptist Mid-Missions' channels.
- 3. Communicate with new appointees and transfers to CBF and provide orientation materials.

D. Local Church Partnership (LCP) Responsibilities

- 1. Oversee promotion and recruitment for LCP ministries.
- 2. Coordinate webinars, initial assessments, and training.

3. Provide ongoing support and resources for partner churches.
4. Oversee authorizations for the official use of the CBF name.

E. Travel and Ministry-related Expenses

Travel and ministry-related expenses for the Director or a designated representative shall fit within the annual budget set by the Leadership Team and approved by the Ministry Team. Any additional expenses must be approved by the Leadership Team.

F. Limitations

Due to administrative responsibilities, the Director is not obligated to lead a campus ministry.

G. Replacement of the Director

1. The Director may submit a written resignation at least three months prior to vacating the office.
2. At the recommendation of two or more members from the Leadership or Ministry Team, the Ministry Team may consider a vote for removal from office.
3. The Ministry Team may remove the Director with a 66.67% majority in person vote.

Section 2 — Team Leader

- A. Assist the Director as needed.
- B. Coordinate with the Leadership Team to assume Director responsibilities during a temporary absence.
- C. Preside at all meetings of the Leadership Team and Ministry Team.
- D. Oversee the implementation of decisions made in business meetings.
- E. Be an ex-officio member of all Ministry Team committees.

Section 3 - Assistant Team Leader

- A. Assume the duties and responsibilities of the Team Leader in the event of a temporary absence.
- B. Work closely with the Team Leader and assume assigned responsibilities.
- C. Serve as a member of the North American Pause Conference.

Section 4 — Secretary

- A. Record accurate minutes of business meetings.
- B. Distribute minutes to each of the CBF missionaries assigned to that meeting.

- C. Distribute minutes of the Annual Ministry Team meeting to the North America Administrator.
- D. Maintain and transfer records to successor.
- E. Assist the director in maintaining updated missionary contact information.
- F. Handle CBF correspondence as requested by the Leadership Team or the Team Leader.

Section 5 — Treasurer

- A. Maintain the Ministry Team checking account.
- B. Disburse funds for authorized expenses and reimbursements.
- C. Keep detailed records of all financial transactions.
- D. Distribute a financial report for each fiscal year to the North America Administrator and each CBF missionary.
- E. Provide current financial reports semiannually for Team Leadership meetings.

Section 6 — Historian

- A. Maintain an archive of CBF ministry materials.
- B. Receive and compile Actions In Ministry (AIM) reports semiannually.
- C. Provide comprehensive AIM data to share at the annual Ministry Team meeting.

Section 7 - Replacement of Other Leadership Team Members

- A. A Leadership Team member may submit a written resignation at least one month prior to vacating the office.
- B. At the recommendation of two or more members from the Leadership or Ministry Team, the Ministry Team may consider a vote for removal from office.
- C. The Ministry Team may remove a Leadership Team member by a simple majority in person vote.
- D. Remaining members may distribute the responsibilities of a vacated position amongst themselves until the next Annual Ministry Team Meeting.

Article IX — Committees

Section 1 — Appointment and Responsibilities

- A. Committee members shall be appraised and approved by the Leadership Team.
- B. Committees shall include at least three members.
- C. Committee chairpersons shall be elected every two years by committee members.

- D. Each committee shall set annual goals and submit them at the Annual Ministry Team Meeting to the Leadership Team.
- E. Committee chairpersons shall submit a written report at the Annual Ministry Team Meeting.

Section 2 — Standing Committees

Each standing committee shall continue to conduct business throughout the year as needed to accomplish its goals.

- A. The **Media Committee** oversees all official CBF publications working in conjunction with other committees.
- B. The **Recruitment Committee** researches and develops strategies for recruiting new missionaries and Local Church Partners.

Section 3 — Additional Committees

Additional committees may be created as needed.

Article X — Ministry Operations and Expansion

All CBF publications shall bear the name and/or symbol of Baptist Mid-Missions and CBF and shall follow BMM policy in the use of Scripture quotations and logos.

All CBF ministry locations are to be identified by the name of the city or geographic location.

All CBF locations must have at least one local church of like faith and practice as Baptist Mid-Missions that is nearby and willing to be directly involved in the ministry.

Each ministry location shall be considered free to carry on its own work within the framework of the principles and practices of Baptist Mid-Missions.

The Ministry Team shall guide the development and expansion of the work of CBF according to the guidelines outlined in these bylaws.

Section 1 — Placement and Training of New Staff

- A. New appointees without prior CBF experience shall complete up to one year of internship with veteran staff at one or more locations. The Leadership Team has the authority to accept all, part or none of an appointee's previous college ministry experience or college internship toward the requirement of a one year internship training period.
- B. The Leadership Team may modify the one-year internship requirement for transferring missionaries with prior CBF exposure or other missionary experience.

- C. Placement decisions require consultation with relevant ministry staff and BMM administrators.
- D. All missionary placements must be approved by the Ministry Team.

Section 2 — Establishing New Ministry Locations

New ministry locations are defined as ministries led by CBF missionaries and are established after detailed research, a report to the Leadership Team, and approval by the Ministry Team.

Section 3 — Recommendations for New Locations

- A. Availability of qualified local church personnel (interested pastors, Christian professors or staff)
- B. Proximity to like-minded Christian colleges and universities for possible assistance
- C. Openness for prospective CBF ministry on campus
- D. Awareness of other like-minded groups on campus
- E. Ministry cooperation with like-minded church planters or missionaries in the area

Article XI — Personnel Matters

Section 1 - Prospective Staff

- A. New CBF missionaries are required to work in coordination with the BMM Enlistment Department.
- B. BMM missionaries transferring to CBF are required to work in coordination with the appropriate field administrators.

Section 2 — Criteria for Single Women Serving with CBF

- A. Leadership arrangements between an area church and the missionary(ies) shall be approved by the CBF Leadership Team.
- B. Regular meetings between church leadership and the missionary(ies) shall be maintained.
- C. Missionary(ies) shall be responsible to the designated leadership.

Article XII — Bylaws Amendments

- A. Amendments to these Bylaws may be proposed by the Leadership Team.
- B. Written notice of proposed amendments must be sent to all members at least **two months** prior to the Annual Ministry Team Meeting.
- C. Amendments may be approved with a 66.67% majority vote of the Ministry Team in person at the Annual Ministry Team Meeting.

Article XIII - Adoption

- A. This Constitution and Bylaws shall be adopted with a 75% majority vote of the Ministry Team in person. Upon adoption, this document shall supersede any previous governing documents.
- B. Guidelines for changes and amendments to this document are located as follows:
 - 1. Constitution - Article IV
 - 2. Bylaws - Article XII