

## Bylaws Checklist

Use this checklist as you review the bylaws of your congregation. It is to serve as a reminder of recommended areas to be discussed in the document.

### I. Membership

	Types (Baptized, Communicant,/Communing, Confirmed Voting )
	Qualifications and duties of each
	Reception (who recommends membership and who approves)
	Termination (death, transfer, joining non fellowship body, location Unknown, self exclusion, excommunication, loss of privileges. Reinstatement, non-eligibility of voter)
	Organizations/groups in conflict with the Word of God

### II. Meetings

	Voters (frequency, specific months, notification)
	Special meetings (called by whom, purpose, notification)
	Quorum (% of total voters)
	Voting (decision), majorities (regular business, elections, calling / dismissing pastor and other called workers, excommunication, buying/selling property, other). (? % of voters present)
	Absent member (no proxy)
	Parliamentary guide
	Order of business

### III. Office of Pastor and Called Professional Church Worker

	Description of office
	Qualifications for legitimate candidate (if not in constitution)
	Duties

### IV. Procedure for Calling a Pastor//Called Church Worker

	Notify District President. Request list of possible candidates, characterizations, evaluations
	Designate Call Committee
	Solicit candidates from congregation. Submit names to District office
	Congregation self study
	Committee screens candidates from District information. Publishes and distributes to family units.

	Establish meeting for calling
	Elect candidate. <i>Majority required to call</i>
	Extend Call
	Call declined - process

#### **V. Terminating Pastor/Called Professional Church Worker**

	Charges reported to elders
	Elders us Matt 18: 15-20
	If necessary, consult circuit counselor and District president
	Elders exhaust means of resolving issue
	Meeting called (congregation/voters). Called worker and congregation notified by mail.

#### **VI. Officers, Board and Committees**

	Identify officers
	Provision for standing committees or boards
	Number of members, method of selection of chair and committee members, and terms of office. Advisory members (voting, nonvoting)
	Provision for creation of committees as necessary

#### **VII. Nominations and Elections**

	Committee (how many, appointed or elected, by whom and when)
	Duties of committee
	Order of election
	Concurrent offices (allowance or non allowance)
	Eligibility of office
	Month and method of electing officials
	Length of term and beginning date
	Tenure, eligibility for re-election
	Installation day
	Filling vacancies
	Termination

### **VIII. Duties of Officials**

	President – include signing of legal documents, voting or non voting ex officio member of boards and committees
	Vice President – special duties, e.g., circuit representative.
	Secretary – publish minutes, file all legal documents, sign official documents, notify members of special meetings, maintain roster of eligible voters
	Treasurer- disbursements within budget, include monthly printed reports for council members
	Financial Secretary – receive, record, and deposit income
	Other elected officials and chairman of boards and committees- brief description of duties. Job descriptions may be added as addendum to document.

### **IX. Council/Board of Directors**

	Composition of council/board of directors
	How constituted, appointments, approvals, how members are selected
	Meeting schedule, quorum needed
	Calling of special meeting
	Limitation of expenditures
	Appointments, e.g., Sunday School Superintendent

### **X. Amendments**

	Printed, published for mailing?
	Majority % for approval

