**Bylaws Worksheet**

The Local Church Constitution (LCC) provides the local church options for some articles or clauses in their bylaws and the *Guide to Writing Church Bylaws* includes additional clauses or articles to consider. This worksheet has questions for you to consider and the LCC reference is included in parentheses.

**Membership (Article 6)**

There needs to be a carefully kept membership list in order to establish the quorum required to make major decisions regarding the ministry of the church.

1. Do you want different types of membership other than “voting members”? If so, they need to be defined.
2. Are there certain privileges of membership other than those stipulated in the LCC (6.1) to vote and hold office? If so, they need to be declared.
3. Are there additional qualifications for membership other than what is stipulated in the LCC (6.1)?

**Government (Article 7)**

The annual meeting usually follows shortly after the end of the fiscal year.

1. What is a convenient date for the fiscal year – calendar year (January – December), ministry year (September – August) or a different period?
2. What business needs to be legislated for the annual meeting agenda other than that stipulated in the LCC? (e.g., a Board report on the ministry accomplishments of the church) Are they in keeping with your mission, vision, and values?
3. Do you want a process for electing the Board other than that stipulated in the LCC (see also Article 14)?
4. How much notice is required to call a meeting of members?
5. What threshold is appropriate for members to call a meeting? What will your procedure be for planning meetings called by members?
6. Since not all the Active Members will be interested in the business of the church, what is a reasonable number needed for quorum? What is a practical method of ensuring quorum?

**Board of Elders (Article 8)**

1. The LCC (8.1) stipulates a Board of a minimum of four members, including the Lead Pastor, with the maximum established in the bylaws. This provides flexibility for the Board to adjust the number of elders to meet changing requirements of the church without changing the bylaws. How many members do you want on the Board?
2. Do you allow women to serve on the Board? DEXCOM has ruled that it must be declared in the bylaws. If yes, the statement, “All Active Members are eligible to serve on the Board” will suffice. It doesn’t mean that all members are qualified. If no, the bylaws should remain silent.
3. Are there other rules that would exclude any Active Member from serving on the Board? For example, is membership on the Board limited to members who have attained the age of majority?
4. What additional officers, other than those stipulated in the LCC (8.2), are needed?
5. Should the bylaws stipulate when and how often the Board should meet? What about during summer months?
6. Does the church want to have other legislated committees?

**Finances, Property, and Records (Article 12)**

1. Understanding that membership approval is already required in cases where real property will be encumbered, does the church also want members to approve any borrowing of funds when real property is not going to be encumbered (e.g., an unsecured line of credit or loan)?
2. While membership approval via a special resolution is not required before a church can acquire, dispose of, improve, or encumber any real property, given the likelihood that such an action may be viewed by the church members to be a major decision, does the church want its members to approve such an action through an ordinary resolution or through the higher approval threshold of a special resolution?
3. For churches with annual revenue exceeding $250,000, does the church want to specify in its bylaws that there be an audit each year or instead, does the church want to specify in its bylaws that there be a review each year? Alternately, if the church wants its members to decide between an audit or review every year, the church’s bylaws effectively provide for this when the language in the bylaws is left as “audit or review” or “audit/review” in relation to the annual financial statements.
4. For churches with annual revenue historically not exceeding $250,000 or that may not exceed $250,000 in future, does the church want to allow the compilation of its annual financial statements in its bylaws? If the church is considering including this provision in their bylaws, please refer to the District’s guide, the *Use of Compilation Engagements in Church Bylaws* as it contains important information in this regard.
5. Does the church want the members to approve the annual budget or allow the Board to approve the budget and present it to the members?
6. Does the church want to keep electronic as well as paper records?

**Elections and the Nominating Committee (Article 13)**

1. Are more members needed on the Nominating Committee other than that stipulated in the LCC?