

STEPS TO TAKE FOR CHURCH TO MAKE BY-LAWS CHANGES

1. If a church wants to make a change to by laws, they are to use Chancellor's template and Standing Committee checklist to do so.
2. The church will send them to the Standing Committee President, along with the completed checklist and the original by-laws. Church must also submit a copy of the old by-laws, along with a written explanation of what changes they are making and why they want to make them. Changes in the by-laws should be red-lettered.
3. Once the Standing Committee reviews them, they will be sent back to Liz Crawley in the Bishop's Office to send to the Chancellor's office for final review.
4. Liz receives reviewed by-laws back from Chancellor's office and forwards them on to the church. If there are no edits to be made, the church may bring them to their annual meeting for approval. If changes were made, the by-laws must go back to the Standing Committee for final approval.
5. Standing Committee will communicate with church that by-laws have been approved.