CHECKLIST

# Church bylaws checklist

*A planning checklist for a church and its attorney.*

- [ ] Gather the articles of incorporation, current bylaws, confession, covenant, property documents and minutes of amendments.
- [ ] Define membership, admission, resignation, discipline and the members' voting rights.
- [ ] Name the church offices, qualifications, appointment and removal procedures, and each body's authority.
- [ ] Specify meetings, notice, quorum, voting, conflicts of interest and record access.
- [ ] Document financial authority, property decisions, amendments and dissolution. Have a qualified attorney check state law and consistency with incorporation documents.
- [ ] Follow the existing amendment procedure and retain the notice, approved text and minutes.

Church Posting prepared this worksheet for churches to copy and adapt for their own use.
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