

MN SOUTH DISTRICT GUIDANCE FOR MAKING CHANGES TO CONSTITUTION AND BYLAWS

From time to time congregations make changes to their constitution and bylaws. If your congregation is in the process of making such changes, please note the following:

1. Congregations are strongly encouraged to refer to and utilize the resources provided on the MN South District website: <https://www.mnsdistrict.org/church-resources#constitutions-bylaws>.
2. If new or amended documents have been, or will be, recorded with a local County Recorder or the Minnesota Secretary of State, then the congregation must seek the assistance of a lawyer.
3. The Constitution and Membership Committee of the MN South District only reviews documents which have been adopted by the congregation, not draft documents. Therefore a congregation should only submit documents which have been formally adopted by the Voters' Assembly of the congregation. However, any changes must be approved by the MN South Board of Directors before they come into effect. Therefore, the adopting language shall be as follows:

“Resolved, the attached proposed revised Constitution and Bylaws are hereby adopted this ____ day of _____, 20 __. However, the effective date of this resolution shall be such date as the documents are approved by the Board of Directors of the Minnesota South District of the LC-MS.”

4. The Committee requires five (5) copies of the documents which are being submitted: (i) the Constitution and Bylaws, (ii) a certified copy of the *Certificate of Incorporation* or *Articles of Incorporation*, and (iii) the adopting resolution. If fewer copies are received, the Committee will request the necessary number of copies before beginning the review of the documents. The documents are to be sent to the Committee chair no later than twenty-one (21) days prior to the Committee meeting date.
 - a. Meetings are normally held on the third Friday of January, April, August, and November (<http://www.mnsdistrict.org/calendar/>). The deadline date is published in the District eNews (<http://www.mnsdistrict.org/publications/>).
 - b. The Chair of the Committee is:

Rev. Matthew V. Moss, St. John's Evangelical Lutheran Church, 9141 County Rd 101, Corcoran, MN 55340. Phone number: 763-420-2426, ext. 13.
5. The Committee merely reviews the documents submitted by the congregation and makes a recommendation to the Board of Directors regarding approval of the documents. The Board meets in the following months: February, May, September, and December.