

## Minimum Requirements for Affiliated-Church Bylaws Checklist

The following components are required for inclusion in the bylaws of affiliated churches. In order to comply with legal or Association requirements specific content is also required in some cases. Suggested content has been offered in other cases. *Your church bylaws do not have to be limited to these components; they are minimum requirements.*

✓	Bylaw Components	Title Required	Content Required	Content Suggested
	<b>1. Name, Purpose, and Mission</b> (See Model A, Article 1)	✓		✓
	<b>2. Office and Location</b> (See Model A, Article 2)	✓		✓
	<b>3. Affiliation</b> (See Model A, Article 3, Section 1)	✓	✓	
	<b>4. Governance Documents, Records, and Reports</b> (For churches with a voting membership or partnership, see Model A, Article 3, Section 2; for churches with a nonvoting membership or partnership, see Model C, Article 3, Section 2)	✓	✓	
	<b>5. Governance Conflicts and Omissions</b> (See Model A, Article 3, Section 5)	✓	✓	
	<b>6. Membership/Partnership</b> (For churches with voting members or partners, see Model A, Article 4, Sections 1-10; for churches with nonvoting members or partners, see Model C, Article 4, Sections 1-6)	✓ Except Section 6, Personal Liability	Model A, Article 4, Section 8 required for churches with a voting membership; Model A, Section 3 C (sentence 2) required in all bylaws	All other content suggested
	<b>7. Corporate Officers</b> (See Model A, Article 5, Sections 1-8)	✓ Except Section 7, Combined Offices	Model A, Article 5, Sections 1,2,5,6,7,8	Section 3,4
	<b>8. Senior Pastor</b> (For churches with elected pastors, see Model A, Article 6, Sections 1-8; for churches with appointed pastors, see Model C, Article 6, Sections 1-8)	✓	Model A, Article 6, last two sentences of Section 2 required in all bylaws; For churches with pastoral elections, Section 4, Paragraph 1 is required except for subparagraph A; Section 5, subsection I is required in all bylaws; Section 6, the first two sentences of subsection A and subsections B and E are required in all models; Sections 7 and 8 are required in all models	All other content suggested

✓	Bylaw Components	Title Required	Content Required	Content Suggested
	<b>9. Governing Board</b> (For churches with elected pastors, see Model A, Article 7, Sections 1-11; for churches with appointed pastors, see Model C, Article 7, Sections 1-12)	✓	Model A, Article 7, Section 2 required in all bylaws; Section 5 the last sentence required in all bylaws; Model A, Section 6, subsection A required in all bylaws; Model A, Sections 8, 9 and 11 are required in all bylaws	All other content suggested
	<b>10. Elders, Staff Pastors, and Ministry Leaders</b> (See Model A, Article 8, Sections 1-3)			✓
	<b>11. Finance</b> (See Model A, Article 9, Sections 1-10)	✓	Model A, Article 9, Sections 1-7 are required	
	<b>12. Property</b> (For churches with voting membership or partnership, see Model A, Article 10, Sections 1-2; for churches with nonvoting membership or partnership, see Model D, Article 11)	✓	Opening paragraph of Model A, Article 10 required in all bylaws	All other content suggested
	<b>13. Resolution of Disputes</b> (See Model A, Article 11)			✓
	<b>14. Cessation</b> (See Model A, Article 12)	✓	✓	
	<b>15. Appeals and Amendments</b> (See Model A, Article 13)	✓	✓	
	<b>16. Parliamentary Authority</b> (See Model A, Article 14)	✓		✓