

## **Constitution and By-laws Committee Charter**

Approved by the Board on June 5, 2007

Revised by the Board on \_\_\_\_\_

### **I. Mission**

The mission of the Constitution and By-Laws Committee is to oversee matters related to the constitution and by-laws of the Church.

### **II. Responsibilities**

The committee will:

- Bring to the attention of the Board any matter related to the constitution or by-laws that the committee deems requires review or action;
- Respond to any inquiries from the congregation or Board related to the constitutional or by-laws matters;
- Prepare a committee procedures manual;
- File an annual report listing committee members and describing major activities for the year to the board by April 15 of each year.

### **III. Terms and Conditions**

The Constitution and By-laws Committee is an ad hoc committee established by the Board to assist it in its constitutional duty as the sole policy making body for the congregation. The Board shall appoint the committee chairperson and members, who shall serve one-year terms. The Board has not established any limits on the number of terms the chairperson or members may serve. The Board may delegate to the chairperson the authority to appoint other members.