

**BYLAWS
for
ZION LUTHERAN CHURCH**



**ZION LUTHERAN CHURCH-LUTHERAN CHURCH MISSOURI SYNOD
413 Avenue D East
Bismarck, North Dakota**

ZION'S BYLAWS

Approved by Voters on _____

Approved by the North Dakota District on _____

**ZION LUTHERAN CHURCH
LUTHERAN CHURCH MISSOURI SYNOD**

**413 Avenue D
Bismarck, North Dakota**

BYLAWS

INDEX

BL 1-1 ARTICLE 1	-MEMBERSHIP
BL 2-1 ARTICLE 2	-THE OFFICE OF PASTOR
BL 3-1 ARTICLE 3	-MEETINGS OF THE VOTING MEMBERSHIP
BL 4-1 ARTICLE 4	-OFFICERS
BL 5-1 ARTICLE 5	-THE CHURCH COUNCIL
BL 6-1 ARTICLE 6	-NOMINATION/ELECTION OF OFFICERS AND CALLING FOR CALLED POSITIONS
BL 7 -1 ARTICLE 7	-DUTIES OF PASTORAL OFFICE, OFFICERS, AND ADMINISTRATIVE BOARDS
BL 8-1 ARTICLE 8	-COMMITTEES
BL 9-1 ARTICLE 9	-THE ENDOWMENT FUND COUNCIL
BL 9A-1 ARTICLE 9A	-THE ZION LUTHERAN CHURCH FOUNDATION
BL 10-1 ARTICLE 10	-AMENDMENTS
BL 11-1 ARTICLE 11	-MANUAL

**ZION LUTHERAN CHURCH-MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

BYLAWS

ARTICLE 1 –MEMBERSHIP

1-1. **Baptized Membership** - Baptized members are all who have been baptized in the name of the Triune God and who are under the spiritual care of the pastor(s) of this congregation, including the children who have not yet been confirmed.

1-2. **Active Communicant Membership** - Active communicant members are those who regularly and conscientiously attend Divine Worship Services and who receive the Sacrament of Holy Communion frequently. Active Communicant membership is granted by:

- a. Confirmation in this congregation.
- b. Transfer from a congregation in church fellowship.
- c. The profession of Faith and satisfactory evidence of qualification as determined by the pastor(s) and Board of Lay Ministry.
- d. Reaffirmation upon satisfactory evidence of penitence and willingness to change from error.

1-3. **Termination of Active Communicant Membership** - Active communicant membership is terminated by:

- a. Transfer or release to another congregation.
- b. Self-request, in writing, to be excluded from membership.
- c. Self-exclusion through non-participation in the congregation, intentionally or by neglect, for one (1) year, or self-exclusion through relocation to another community which results in nonparticipation in the congregation for one (1) year. Self-exclusion through nonparticipation will result in placement on the inactive member list. The member must be visited by the pastor or a member of the Board of Lay Ministry prior to placement on the inactive list. If a personal contact cannot be made, a letter must be sent by certified mail, requesting the person to make known his/her intentions relating to active membership. **SUCH A PERSON, HOWEVER, WILL AT ALL TIMES BE CORDIALLY WELCOME TO ATTEND ALL DIVINE SERVICES IN OUR CHURCH.**
- d. Excommunication. Members who conduct themselves in an unchristian manner or show improper regard for Word and Sacrament will be admonished according to Matthew 18:15-20. Refusal to amend the sinful life will, after admonition, result in excommunication. A unanimous vote of those present at the Voters Assembly shall be required for excommunication.
- e. Excommunication terminates membership until the individual repents and re-applies for membership.

1-4. **Termination of Inactive Membership** - Termination of inactive membership is accomplished by:

- a. Return to active status at the request of the inactive member.
- b. Self request, in writing, to be removed from membership of Zion.

ARTICLE 1-MEMBERSHIP Continued

- c. After five (5) years of inactive status, a review will be made by the Board of Lay Ministry, who will bring a motion to the Voters Assembly for retention or removal of the member. A majority vote of those members present determines the status. If the decision is to retain the member in an inactive status, this procedure will be followed every two (2) years until the member is returned to active membership or removed from membership.
- d. Excommunication as provided for in this Article in paragraph 1-4d.
- e. Discipline, exclusion and excommunication arise in the church out of a need to preserve the Gospel from defilement and should be used in the attempt to uphold the Redemptive Intention. Discipline in the Church is a public act.

1-5. **Voting Membership** -The voting membership will include those individuals who meet the qualifications set forth in the sub-paragraphs that follow:

- a. Communicant members age eighteen (18) years and older;
- b. Those communicants received as voting members by resolution of the Voters Assembly at a regular meeting (see Article 3 Paragraph 3-1) or special meeting (see Article 3 Paragraph 3-2);
- c. Those communicants who subscribe to the doctrinal standard and adhere to the Constitution and the Bylaws of the congregation.

1-6. Termination of Voting Membership

- a. Voting membership may be terminated by resolution of the Voters Assembly because of continued unexcused absence from regular or special Voters meetings for a continuous period of at least 18 months or the member's verbal or written request to the voting membership or Church Council to be terminated. (An unexcused absence is one in which a voting member has not requested, verbally or in writing, an excused absence from a member of the Church Council.)
- b. Notice of termination of voting membership by the Voters Assembly will be a written communication. The communication will include the reason for termination and description of how reinstatement to voting membership can be accomplished.

**ZION LUTHERAN CHURCH-MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

BYLAWS

ARTICLE 2 -THE OFFICE OF PASTOR

2-1. **Calling a Pastor** - When a vacancy occurs in the Pastoral Office, the Church Council will consult with the President of the North Dakota District for a list of candidates. When this list is received, it will be announced/published at divine worship on two successive Sundays or sent by mail to the voting members at least one week prior to the meeting at which the call selection is made. The announcements will include the statement that additional candidates may be proposed by any voting member at the Call Meeting. At that meeting, or at a subsequent regular or special meeting of the Voters Assembly, the Voters will elect one (1) of the proposed candidates by ballot in accordance with Section 3-5c of Article 3 of these Bylaws. If possible, the election will be made unanimous. The President of Zion will promptly notify the candidate of his election in whatever manner the Voting Membership deems advisable.

2-2. **The Pastoral Office Duties** - See Zion Manual, Section M1, Paragraph 1-1.

- a. The pastoral office duties are those to be performed by the Pastor or by the Senior Pastor and other Pastors as team ministers. Team Ministry is defined as working productively and harmoniously in and through Zion to minister in accordance with God's Word, trusting in God to guide and lead their decisions. Senior Pastor is a title designated by Zion Voters Assembly when there is more than one Pastor (Associate and/or Assistant).
- b. The title Pastor in these Bylaws shall be interpreted to be Senior Pastor when there is also an Associate and/or Assistant Pastor serving Zion.
- c. When the term "Pastors" is used in these bylaws, it shall include Senior Pastor, and/or Associate Pastors, and/or Assistant Pastors.

2-3. **The Pastor/Senior Pastor Office Duties** - See Zion's Manual -Section M1, paragraph 1-2.

2-4. **The Associate Pastor Office Duties** - See Zion's Manual, Section M1, paragraph 1-3.

2-5. **The Assistant Pastor Office Duties** - See Zion's Manual, Section M1, paragraph 1-4.

2-6. **The Vicar Office Duties** - See Zion's Manual, Section M1, paragraph 1-5.

2 7. **Removal of a Pastor (Pastor/Senior Pastor/Associate Pastor/Assistant Pastor) -**

- a. Sufficient grounds for removal shall be persistent adherence to false doctrine, scandalous life, or willful neglect of official duties.

(1) Doctrine is defined as the teachings of God's Word in its entirety in accordance with the Doctrinal Standard of this congregation (cf. Constitution, Article III). Special guidance for our actions is found in 1 Corinthians, Chapters 5 through 9.

(2) Scandalous life is defined in the Book of Romans, Chapters 12, 13, and 14; 1 Timothy Chapter 3; Acts Chapter 20 Verse 28; 1st Peter Chapter 5.

ARTICLE 2-THE OFFICE OF THE PASTOR Continued

(3) Official duties are defined and described in the Divine Call to serve Zion and in the Constitution and Bylaws of Zion.

- b. Before charges on any of these counts will be investigated, the Board of Lay and President of the Congregation will consult with the President of the North Dakota District. .
- c. Charges on any of these counts will be investigated by the Board of Lay Ministry and reported to the Church Council.
- d. Should such charges be substantiated by clear evidence, the Church Council, through the President of the Congregation, will provide the Pastor an opportunity to resign his position. If the pastor does not resign, the Church Council will call a special meeting of the Voters Assembly.
- e. Voting requirements are as prescribed in Article 3, paragraph 3-5c of these Bylaws.
- f. The special Voters Assembly meeting will be announced at regular divine services on the two preceding Sundays. All voting members will be notified by first class mail at least two (2) weeks in advance.
- g. The congregation may request the resignation of a Pastor from his position in the case of prolonged incapacity or disregard of his duties.

**ZION LUTHERAN CHURCH-MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

BYLAWS

ARTICLE 3 -MEETINGS OF THE VOTING MEMBERSHIP

3-1. Regular Meetings -

- a. Regular meetings of the Voters Assembly will be held one (1) time during each calendar year normally in the month of January. Dates and times of all Voters Assembly meetings will be set by the Church Council. The regular meeting will include nominations and election of officers. The regular meeting will also include the consideration and acceptance of the final budget for the following year/s.

3-2. Special Meetings -

- a. Special meetings of the Voters Assembly may be called by:
 - (1). A Pastor (Pastor, Senior Pastor, Associate Pastor, or Assistant Pastor).
 - (2). The President of Zion.
 - (3). A majority of the Church Council.
 - (4). Petition of five (5) percent of the voting membership.
- b. Announcements of special meetings will include date and time of such meeting and the nature of the business to be transacted.

3-3. Announcement of Meetings - All Voters Assembly meetings will:

- a. Be announced at divine services beginning no later than ten (10) days before the day of the meeting.
- b. Be announced to all voting members either by:
 - (1). Mail, or
 - (2). Written notice in his or her church mailbox, or
 - (3). Notice in the church bulletin, or
 - (4). Personal contact (telephone or in person).Such announcement as noted above and as directed by the President of Zion will occur at least ten (10) days and no more than fifty (50) days in advance of the meeting. Meetings recessed until a later date must receive at least five (5) days written notice by first class mail, or by notice in the voting members' church mailboxes if there is one or more Sunday worship service prior to the meeting. (cf. Bylaw 3-6)

3-4. Order of Business at Regular and Special Voters Meetings -

- a. For a purpose of order when administering these Bylaws, Robert's Rules of Order will prevail when these Bylaws do not direct otherwise.
- b. Procedures at regular and special voters meetings are found in Zion's Manual, Section M5.

3-5. Restrictions Pertaining to Voters Assembly Meetings -

- a. Voting will be restricted to members of the Assembly.

ARTICLE 3-MEETINGS OF THE VOTING MEMBERSHIP Continued

b. Normally, voting members attending a properly called Voters Assembly will constitute a quorum. Exceptions are listed below in Bylaw 3-5c.

c. Exceptions to Bylaw 3-5b above are:

- (1). When calling a pastor, teacher, or other called worker.
- (2). When considering removal from office of a called pastor, teacher, or other called worker.
- (3). When amending the Constitution.
- (4). When purchasing or selling land or buildings.
- (5). When the meeting concerns the erection of a building.

Note: A called worker for the above purposes is an individual who has been called and financially employed by Zion.

d. In the exceptions listed in Bylaw 3-5c above, a majority of all voting members must be in attendance to constitute a quorum. A two-thirds (2/3) majority vote of those present is required to pass any motions pertaining to the exceptions. In the absence of a majority of all voting members, a recessed meeting may be called (cf. Bylaw 3-6).

e. In the event of a tie vote, the chairperson of the meeting will cast the deciding vote.

f. There will not be voting by proxy.

3-6. Recessed Meetings Until a Later Date -

a. In the absence of a majority of all voting members, those members present may fix the date for a recessed meeting for which at least five (5) days written notice to all voting members will be given by the recording secretary (cf. Bylaw 3-3). The members who are present at such a recessed meeting will constitute a quorum.

b. The order of business and majority voting requirements will be that of the recessed meeting (cf. Bylaw 3-5c).

**ZION LUTHERAN CHURCH-MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

BYLAWS

ARTICLE 4 OFFICERS and ADMINISTRATIVE BOARD MEMBERS

4-1. **Officer Eligibility** - Only Voting members of Zion will be eligible to hold office.

4-2. **Officers** - The officers will be a president, a vice-president, a treasurer, and the **chairperson** of the Administrative Boards listed in Zion's Manual.

4-3. **The elected positions of Zion will be:**

- a. The President (Male only)
- b. The Vice-president (Male only)
- c. The members of the Board of Lay Ministry (Male only).
- d. The Chairperson of the Administrative Boards listed in Zion's Manual,

4-4. The called (a written or verbal request to serve) positions of the congregation by the Church Council or the Voters Assembly will be: (Ref: Article six of these Bylaws)

- a. Treasurer and Assistant Treasurer/s (There may be more than one Assistant Treasurer).
- b. Board Members (Lay Ministry-Male only).
- c. Recording Secretary.
- d. Other positions designated by the Church Council.

4-5. **Vacant Elective Office on Administrative Boards** - When a board chair becomes vacant, the Church Council will either appoint a called board member to serve as the interim board chairperson or temporarily reassign the duties of the board to another board(s) as appropriate. If a board member is appointed by Church Council to serve as an interim chairperson, an election will be held at the next Voters Assembly for the vacant chairperson position.

4-5. Removal/Resignation of Elected, Appointed, or Called Persons -Elected, appointed, or called persons who willfully neglect the duties of their office may be requested by the president of Zion to resign or may be removed by a two-thirds (2/3) majority vote of the voters present at a regular or special Voters Assembly.

4-6. Administrative Boards. Zion will determine which Administrative Boards are needed to carry out Kingdom work at Zion. All of Zion's Administrative Boards will be listed and defined in Zion's Manual. Regardless of the number of Administrative Boards, the following Administrative Boards will be included in Zion's Manual:

- a. Board of Lay Ministry
- b. Board of Stewardship
- c. Board of Church Properties

**ZION LUTHERAN CHURCH-MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

BYLAWS

ARTICLE 5 -THE CHURCH COUNCIL

5-1. **Membership** - The Church Council will be the officers listed in Section 4-2 of Article 4 of these Bylaws and the immediate past president of Zion. The immediate past president is the last president who is an active member of Zion. The pastor(s) or his/their substitute, when acting as or for the pastor(s) will be ex-officio member(s). The vice-president will be the Chairman of the Church Council. The Recording Secretary will be appointed by the Church Council and be a member of the Church Council.

5-2. **Meetings** - Monthly meetings will be held as determined by the Church Council members. Special meetings may be called by the Chairman of the Church Council, the pastor(s), or any three (3) members of the Church Council by informing each Church Council member, or their representative. Twenty-four hours advance notice is desirable, when possible. A majority of the voting members of the Church Council present will constitute a quorum. The order of business will be the same as the Voters Assembly as listed in Article 3, paragraph 3-4, of these bylaws.

5-3. **Chairpersons** - In the absence of the Chairman of the Church Council at a regular or special meeting of the Church Council the succession to chair the meeting will be as follows: President of Zion; Immediate Past President of Zion; Chairperson of an Administrative Board..

5-4. **Representative Attendance** - If the chairperson of a Board is unable to attend a council meeting, his or her representative will be accorded the privileges and duties of the person being represented except for chairing the Council.

5-5. **Voting** -The individuals listed in paragraph 5-1 above and the Recording Secretary, have voting privileges.

5-6. **Visitors** - Church Council meetings are open meetings for Zion members. Nonmembers of Zion may attend at the invitation of a member of the Church Council.

5-7. **Duties** - (See Zion's Manual-Section M5).

**ZION LUTHERAN CHURCH-MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

BYLAWS

**ARTICLE 6 – NOMINATION/ELECTION OF OFFICERS
AND CALLING FOR CALLED POSITIONS**

6-1. Procedures for Nomination and Election of Officers:

- a. A nominating committee appointed by the Church Council will present a slate of candidates at the regular meeting of the Voters Assembly. The slate of candidates will normally consist of at least two (2) names for each office. Additional nominations may be made from the floor. No person will be nominated without consent.
- b. The nominating committee will prepare the ballot for the election to be held at the regular meeting of the Voters Assembly. All officers will be elected by a majority ballot vote if there is more than one nominee for the office and by a majority voice vote if there is one nominee for the office.

6-2. Assumption of Office:

- a. Elected officers will assume their duties on the first day of February after election for a two (2) year term.
- b. Officers, chairpersons, Treasurer, Recording Secretary, and Board members will be installed into their office at a public worship service.

6-3. Vacancy in an Elective Office - In case of a vacancy in an elective office, the Church Council will appoint a successor to perform the duties of the vacant position until the next Voters Assembly. The Church Council will act as a nominating committee and perform the duties in Section 5-1, Article 5 of these Bylaws in order to elect a successor to fill the unexpired term at the next properly called Voters Assembly. The elected official will assume office immediately and be installed into office in a public worship service as soon as possible after election.

6-4. Term of Office:

- a. The president and vice-president is elected for a term of two years. The president and vice-president may not, after serving two (2) consecutive terms, succeed himself in the same office. In the event that no successor has been elected or has qualified when the respective term expires, such officer will continue in office until a qualified successor is elected.
- b. The president and vice-president will be elected in the odd-numbered years.
- c. An Administrative Board Chairperson will be considered a called member of the administrative board to which elected. When the term as chairperson has expired and he or she chooses not to serve as chairperson, a vacancy in the chairperson position exists and bylaw 6-3 will apply. The chairperson continues to serve as a called member of the Administrative Board.

6-5. Called Positions -Called positions are those positions specified in Article 4, paragraph 4-4 of these Bylaws. Calls may be sent by the Church Council, which is the preferred method, or they may be verbal when authorized by approved motion of the Voters Assembly or the Church Council, and carried out by the President of Zion. See Zion's Manual, Section M5.

- a. Individuals accepting a call will be appointed by the Church Council.
- b. Board members will be appointed from April 1 until March 31 or, if appointed after April 1, from date of appointment until March 31.
- c. A board member, having been called and appointed and is currently serving on a board, may continue to serve on that board by accepting an additional term from April 1 through March 31 when asked to do so by the chairman of that board. This action will be reported to the Church Council during the January Council meeting.
- d. The Treasurer, Assistant Treasurer/s, and Recording Secretary will serve from the date of appointment through January 31 of the even numbered years or the date of his or her resignation or the date of his or her removal from the position by a majority vote of the Church Council. Reappointment, effective February 1 of the even numbered years, will be by majority vote of the Church Council.
- e. A chairperson of an administrative board, after completing the term as chairperson, will be considered a called member of that administrative board.

**ZION LUTHERAN CHURCH-MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

BYLAWS

**ARTICLE 7 -DUTIES OF PASTORAL OFFICE, OFFICERS,
AND ADMINISTRATIVE BOARDS**

The duties, objectives, and responsibilities of the pastoral office, officers, and Boards may be changed by the Church Council subject to approval by the Voters Assembly.

7 -1. **Pastoral Office** - The Pastoral Office is the authority conferred upon pastors by God, through a Call of the congregation, to exercise in public office the common rights of the spiritual priesthood in behalf of all. The congregation is the holder of the spiritual priesthood and of all congregational authority .The pastoral office is the primary office in the congregation from which all other necessary offices in the congregation are provided to help with the pastoral work.

See Section M1 in Zion's Manual for a description of the office and a detailed list of the duties and responsibilities of the pastor, senior pastor, associate pastor, assistant pastor, vicar, and the members of Zion.

7 -2. **President** - The objectives of this office are to enforce the Constitution and Bylaws and to carry out the expressed will of the congregation as embodied in the resolutions and directives of the Voters Assembly to the best of the President's ability.

See Section M2 in Zion's Manual for a detailed list of the duties and responsibilities of the President.

7 -3. **The vice-president** - The objectives of this office are to assist the President in enforcing the Constitution and Bylaws and in carrying out the expressed will of the congregation as embodied in the resolutions and directives of the Voters Assembly, by acting for and in the stead of the President in his absence, and being available as the President's representative.

See Section M3 in Zion's Manual for a detailed list of the duties and responsibilities of the vice-president.

7 -4. **Treasurer** - The objective of this office is to manage the monies, using proper accounting procedures, in accordance with the expressed will of the congregation as embodied in the directives and budget adopted by the Voters Assembly.

See Section M4 in Zion's Manual for a detailed list of the duties and responsibilities for the Treasurer and the Assistant Treasurer/s.

7-5. **Recording Secretary** - The object of this office is the recording, publishing, and filing of the minutes of Voters and Church Council meetings and be responsible for official correspondence required as a result of these meetings.

See Section M5 in Zion's Manual for a detailed list of the duties and responsibilities for the Recording Secretary.

7-6. **Boards** - The nature of the duties and responsibilities of the Boards requires that only individuals noted for their Christian knowledge, zeal, and experience in the spiritual work of the Kingdom of Christ will be elected and selected to membership. Board voting membership will exclude individuals financially employed by Zion.

See Zion's Manual for a detailed list of the Boards and their objectives, duties, and responsibilities.

**ZION LUTHERAN CHURCH-MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

BYLAWS

ARTICLE 8 COMMITTEES AND REPRESENTATIVES

8-1. Permanent Committees - Permanent committees set up by these Bylaws will be responsible for reporting to the Church Council unless otherwise directed.

8-2. Other Committees -

- a. Committees as authorized or created by the Voters Assembly will have its members appointed by the Church Council unless a different method of selection is authorized by the Voters Assembly. Such committees will report through the Church Council unless otherwise directed by the Voters Assembly.
- b. Committees created by the President of Zion or the Chairperson of an administrative board will be responsible to and will report to the appointer unless otherwise directed.

8-3. Representatives -

- a. Representatives of Zion as authorized or created by the Voters Assembly will be appointed by the Voters Assembly. Such representatives will report through the Church Council unless otherwise directed by the Voters Assembly.
- b. Representatives of Zion may be appointed by the Church Council or Administrative Boards, as needed or authorized by the Voters Assembly.
- c. Representatives of Zion may not encumber Zion with any type of financial or other obligation unless authorized by the Voters Assembly.

**ZION LUTHERAN CHURCH-MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

BYLAWS

ARTICLE 9 -THE ENDOWMENT FUND COUNCIL

9-1. **Purpose** - A fund is established to encourage members and friends of Zion Lutheran Church to make lasting gifts and bequests that will continue serving in their memory long after the gift is made. The name of the fund is Zion Lutheran Endowment Fund and will be administered by an Endowment Fund Council (EF) Council) elected by the Voters Assembly in accordance with Zion's Manual.

9-2. **Organization** - See Zion's Manual-Section 13D.

9-3. **Duties** - See Zion's Manual-Section 13F.

9-4. **Operation and Procedures** - See Zion's Manual, Section 13.

**ZION LUTHERAN CHURCH-MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

BYLAWS

ARTICLE 9A -THE ZION LUTHERAN CHURCH FOUNDATION

9A-1. **Purpose** - A Zion Lutheran Church-Lutheran Church Missouri Synod Church Foundation, as established by a resolution of Zion's Voters Assembly on April 24, 1994, is formed for the purpose of enhancing the work of the church by participating in activities that go beyond the normal and general scope of the business activities of Zion and to make it possible for people and organizations to make gifts on a confidential basis, if and when that is necessary and desirable.

9A-2. **Organization** - Zion Lutheran Church Foundation is to be organized within the laws of the state of North Dakota and will function separately from Zion congregation for the benefit of Zion.

1. Organization will be by Bylaws, approved by Zion's Voters Assembly, and Articles of Incorporation which will be included in Zion Lutheran Church's Manual.
2. Organization will include, as a minimum, four members of Zion Lutheran Church.

9A-3. **Membership:**

1. Members will be elected by Zion Lutheran Church's Voters Assembly.
2. Members will be active members of Zion Lutheran Church.
3. Removal from membership can be made by resignation or by majority vote of the Voters Assembly for the following reason or reasons as defined in Zion's Manual:
 - a. Misconduct.
 - b. Dishonesty.
 - c. Failure to carry out the duties of their office.
 - d. Placement on Zion's Inactive Membership list.

9A-4. **Duties** - See Zion Manual, Section M13.

9A-5. **Operation and Procedures** - See Zion Manual, Section M13.

**ZION LUTHERAN CHURCH-MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

BYLAWS

ARTICLE 10 -AMENDMENTS

10-1. These Bylaws may be amended in a properly convened meeting of the Voters Assembly by a majority of all voting members present, provided the proposed change has been published in the church newsletter, church bulletin, or personal letter and made available to the members of the congregation at least ten (10) days prior to the meeting in which the amendment is to be voted upon.

10-2. All amendments to the Bylaws and to the Constitution will be filed with the official copy of the Constitution and Bylaws filed in the church office and with the copy in the possession of the Recording Secretary of Zion.

10-3. A copy of the current amended Church Constitution, Bylaws, and Manual will be made available to any member, by his/her request, from the Church office.

10-4. Prior to implementation of the Constitution and/or Bylaws and any changes thereto, approval must be obtained from the North Dakota District. Six copies of any changes, with an explanation of the changes, will be forwarded to the North Dakota District office. Implementation of changes will take place on a date approved by the Voters Assembly.

**ZION LUTHERAN CHURCH-MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

BYLAWS

ARTICLE 11 – ZION’S MANUAL

11-1. Zion’s Manual describes the functions and duties of:

1. Pastor(s);
2. Vicar;
3. Church employees
4. Members;
5. Officers;
6. Church Council;
7. Treasurer & Assistant Treasurers;
8. Recording Secretary;
9. Administrative Boards;
10. Committees;
12. Other organizations, groups, representatives.

11-2. Zion’s Manual will include, but not be limited to:

1. The purpose;
2. The basic objectives;
3. The duties-including duties which may not be immediately fulfillable but are included for the purpose of establishing responsibility and continuity;
4. Operating procedures;
5. Areas of concern;
6. Provision for a yearly calendar for planning of duties and events.

11-3. The Zion’s Manual will be reviewed and maintained as necessary by the appropriate person, organization, group, board, etc., with proposed changes to be approved by the Church Council and subsequent approval by the Voters Assembly.

11-4. A copy of Zion’s Manual and changes will be made available to any member of Zion by request at the Church office.

11-5. Supplement’s to Zion’s Manual. In order to most effectively and efficiently carry out Zion’s work, the Church Council may approve Supplement’s to Zion’s Manual.

- a. Supplements to Zion’s Manual supersede Zion’s Manual.
- b. The Supplement must be documented. Supplements to Zion’s Manual must state which sections of Zion’s Manual are to be deleted, revised, or added. The title of each Supplemental document will be “Supplement to Zion’s Manual approved by Church Council on month/day/year”
- c. Supplements to Zion’s Manual will be approved by Church Council. A supplement will be in effect after the Church Council approves the Supplement. The supplement will be added to the agenda for the next Voters Assembly. If the Voters Assembly approve, the Supplement will be ratified. If the Voters Assembly does not approve, the Supplement will be terminated.
- d. The congregation should be made aware of Supplements through various means such as Life and Growth, Zion’s website, etc.

- e. A Supplement to Zion's Manual will be in effect until the Supplement is incorporated into Zion's Manual, or terminated. If a Supplement is achieving the desired outcome, the Supplement should be incorporated into Zion's Manual within two years of approval of the Supplement. If the Supplement is not achieving the desired outcome, the Supplement should either be terminated or a revised Supplement should be issued.