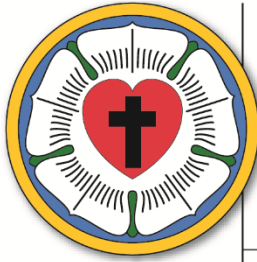


ADDENDUM DOCUMENT: UNDERSTANDING
CONSTITUTION, BYLAWS AND CONTINUING
RESOLUTIONS FOR
SALEM LUTHERAN CHURCH
PONCA, NEBRASKA



NALC

North American Lutheran Church



lcmc

Lutheran Congregations in Mission for Christ

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Amended:

Understanding Constitution, Bylaws and Continuing Resolutions

Built around the constitution.

Our congregation's constitution forms the foundation of our governing documents. It describes who we are, what we believe, how we are structured, and how we accomplish our work as a congregation. It exists to provide ongoing guidance to our congregation and its members on the most fundamental principles of our faith journey together. The constitution is both a legal and a missional document that reflects the underlying theology and doctrines of our church and governance structure. It is intended to provide our members with a clear understanding of our statements of faith, our relationship with other church bodies, our mutual commitments, and our way of organizing.

It is uniquely our own but connected to other congregations.

Although our constitution is very specific to our congregation, it also shares common language and construction with the constitutions of other congregations in the North American Lutheran Church and Lutheran Congregations in Mission for Christ. It follows as its framework the latest NALC model constitution for congregations. The model constitution sets forth a common format that may be followed by NALC congregations, as well as certain provisions that are to be included in each constitution.

It links us to the wider church.

Each of us, as NALC Lutherans, participate in two expressions of the NALC: our congregation and our NALC synod. Each of these expressions has its own constitution, and both work together as a part of an integrated whole. Through them, all our structures and actions are tied together.

Three documents in one.

While they include constitutional provisions, bylaws, and continuing resolutions, our governing documents are not divided into separate writings. All three types of provision are presented together as a part of the main body of one single document. This method has the advantage of keeping all the information related to a particular topic together in one place, making it more usable, even for readers who may not regularly access its contents. A brief description of each type of provision follows.

Constitutional Provisions.

Constitutional provisions cover the most fundamental principles of our church, such as our name, our beliefs, and organizing structure. They generally do not prescribe specific operating procedures. The fundamental and enduring nature of constitutional provisions results in them tending to change less frequently than the other two types of provision. Correspondingly, the process for amending constitutional provisions calls for a higher level

of review and process for adoption than the others. Upon following the steps outlined in Chapter 17 of the Salem Lutheran Church Constitution, an amendment to the constitution shall be approved at a legally called Congregational Meeting by a simple majority vote of those voting members present and voting.

Bylaws.

Bylaws are a more concrete set of operational rules or policies that specify with greater detail exactly how the church operates. They follow the organizing principles set forth by the constitution and provide additional guidance that members can refer to in day-to-day business. Bylaw provisions follow the constitutional provisions to which they apply.

Bylaws can be expected to change somewhat more frequently than constitutional provisions, as they are more procedural than foundational. Accordingly, the process to change them is a bit simpler. Upon following the steps outlined in Chapter 16 of the Salem Lutheran Church Constitution, bylaws shall be adopted or amended at any legally called meeting of the congregation with a quorum present by majority vote of those voting members present and voting.

Continuing Resolutions.

Continuing resolutions are intended to provide descriptions of operational patterns and practices or of the ongoing responsibilities of committees or other units within the organizational structure of the congregation. They follow the relevant constitutional provision or bylaw to which they refer. Continuing resolutions shall be adopted or amended by a majority vote of a legally called Congregational Meeting or a two-thirds vote of all voting members of the Church Council as part of its regular business meeting. (Salem Lutheran Church Constitution Chapter 18)

Arrangement and Codification of Congregation's Governing Documents

1. Provisions in bold indicate the provision is required in all NALC congregation constitutions. These sections must be used without alteration or amendment of the text in any manner (neither additions nor deletions).
2. Provision in bold must be retained in the duplication of the congregation's constitution to indicate that the provision is required.
3. The provisions of the constitution, the bylaws, and the continuing resolutions that pertain to the same subject matter are placed together for clarity in use.
4. The numerical codification indicates (a) general subject, (b) constitutional provisions, (c) bylaws and (d) continuing resolutions.
 - a. Major sections are designated as **chapters**. The chapter designation is the first number in the codification sequence and is followed with a period. Example: "Chapter 10 Congregational Meeting" the designation "10." precedes each required provision.
 - b. **Constitutional provisions** are codified with *two sets of numbers*: the chapter number and a two-digit number preceding the second period in the codification. Thus, one constitutional provision related to Congregational Meeting is codified "10.01."
 - c. **Bylaws** are codified with *three sets of numbers*: the chapter number, the related constitutional provision number, and a two-digit number. Thus, a bylaw related to "Congregational Meeting would be codified "10.01.01."
 - c. **Continuing resolutions** are also codified with *three sets of numbers, except that the third set is preceded by a capital letter*. A continuing resolution might be numbered 12. to designate the chapter; 12.10. to designate the subject matter within the chapter; and the third set might be numbered A24. In the codification "12.10.A24." to indicate by the "A" that it is the first continuing resolution regarding that subject and by "24" that it was adopted in 2024.