

**Bylaws Worksheet**

1. Where could you obtain samples of constitutions and sets of bylaws?
2. When will you obtain these samples?
3. For each of the issues below, list who is responsible and what procedures govern the issue.
4. Draft your bylaws and obtain approval.

Issue	Person(s) Responsible	Procedures to Follow
Provisional Leadership for First Two Years		
Receive/Dismiss Members		
Disciplinary Policy		
Select Governing Board		
Hire/Fire Staff		
Set Goals and Budget		
Buy/Sell Property		
Church Affiliation(s)		
Amend Constitution and Bylaws		
Dissolve Organization		