

# Hope Lutheran Church and School of Idaho Falls, Idaho

## Possible Constitution and Bylaws Amendments

### Constitution VI.1

RATIONALE: For many years, Hope did not have a separate category of voting members--voters were communicant members over 18. There were no requirements to sign the constitution and bylaws. In the last revision of our constitution, we adopted the definition of voting membership from the LCMS *Guidelines*, which says a voter must *sign* the constitution and bylaws. We developed an application for voting membership, which the person signs, that says "I acknowledge, and *agree to abide by*, Hope's constitution and bylaws, which are available to me." That wording was chosen to make it clear to the applicant that the constitution and bylaws are binding, in particular the confessional standard. In this review, we noted that the wording in the constitution and the application are not consistent. The wording should be consistent and *abide by* requires compliance, whereas *sign* might be regarded as only acknowledgement.

Current	If Amended
<p>Section 1. Types of Membership</p> <p>This congregation has three types of membership:</p> <p><b>Baptized members</b>, those who have been baptized in the name of the Triune God and who are under the spiritual care of the pastor of this congregation, including early communers who have not yet been confirmed into communicant membership.</p> <p><b>Communicant members</b>, those baptized members who have been instructed and are familiar with the contents of Luther's Small Catechism, have been confirmed in the Lutheran faith, and accept the confessional standard of Article III of this Constitution.</p> <p><b>Voting members</b>, those communicant members who have reached the age of 18 years, have been received by the voters assembly, and have signed the constitution and bylaws of the congregation.</p>	<p>Section 1. Types of Membership</p> <p>This congregation has three types of membership:</p> <p><b>Baptized members</b>, those who have been baptized in the name of the Triune God and who are under the spiritual care of the pastor of this congregation, including early communers who have not yet been confirmed into communicant membership.</p> <p><b>Communicant members</b>, those baptized members who have been instructed and are familiar with the contents of Luther's Small Catechism, have been confirmed in the Lutheran faith, and accept the confessional standard of Article III of this Constitution.</p> <p><b>Voting members</b>, those communicant members who have reached the age of 18 years, have been received by the voters' assembly, and have <del>signed</del> <b><u>agreed to abide by</u></b> the constitution and bylaws of the congregation.</p>

### Bylaws, various places

Principal is used twice, school administrator six times. These could be changed to headmaster.

### Bylaw II.2. Meeting Schedule and Bylaw IV.3. Election, Installation, Term of Office

RATIONALE: To clarify when elders are affirmed.

Current	If Amended
<p>Section 2. Meeting Schedule</p> <p>Regular meetings of the voters assembly shall be held in January, April, July, and November. Dates</p>	<p>Section 2. Meeting Schedule</p> <p>Regular meetings of the voters assembly shall be held in January, April, July, and November. Dates</p>

<p>and times of all regular meetings shall be set by the board of directors. Regular meetings shall include, but not be limited to, reports from all administrative boards, reports from committees formed by the voters, and the following items:</p> <p><b>January</b> – Update on financial condition of church and school.</p> <p><b>April</b> – Board and committee annual reports to the congregation summarizing events of the previous year and announcement of nominating committee members.</p> <p><b>July</b> – Elections of officers</p> <p><b>November</b> – Consideration of long-range and short-term plans and the budget for the next calendar year.</p> <p>Special meetings of the voters assembly may be called by the president, the board of elders, or the pastor. The president shall call a special meeting if requested to do so by 10 voting members.</p>	<p>and times of all regular meetings shall be set by the board of directors. Regular meetings shall include, but not be limited to, reports from all administrative boards, reports from committees formed by the voters, and the following items:</p> <p><b>January</b> – Update on financial condition of church and school.</p> <p><b>April</b> – Board and committee annual reports to the congregation summarizing events of the previous year and announcement of nominating committee members.</p> <p><b>July</b> – Elections of officers <b><u>and affirmation of elders</u></b></p> <p><b>November</b> – Consideration of long-range and short-term plans and the budget for the next calendar year.</p> <p>Special meetings of the voters assembly may be called by the president, the board of elders, or the pastor. The president shall call a special meeting if requested to do so by 10 voting members.</p>
<p>Section 3. Election, Installation, Term of Office</p> <p>The election of officers and elected officials shall be at the July voters meeting. Voting members may cast votes by absentee ballot prior to the meeting.</p> <p>The newly elected officers and officials shall be installed on the last Sunday in July and shall assume their duties on August 1st; their term of office shall be two years or until their successor’s term begins.</p>	<p>Section 3. Election, Installation, Term of Office</p> <p>The election of officers and elected officials <b><u>and affirmation of elders</u></b> shall be <b><u>by ballot</u></b> at the July voters meeting. Voting members may cast votes by absentee ballot prior to the meeting.</p> <p>The newly elected officers and officials shall be installed on the last Sunday in July and shall assume their duties on August 1st; their term of office shall be two years or until their successor’s term begins.</p>

**Bylaw IV.5 Vacancy in Office**

RATIONALE: To provide for interim appointments when vacancies occur.

<p><b>Current</b></p> <p>Section 5. Vacancy in Office</p> <p>Vacancies in elective offices and positions shall be filled by election at a meeting of the voters. Announcement of any open positions shall be made at voters assemblies and via the current means of communication. Nominations for the vacant positions may come from any voting member or from the board of directors. The names of the nominees shall be announced in conjunction with the notice of the voters meeting for election. Voting members may cast votes by</p>	<p><b>If Amended</b></p> <p>Section 5. Vacancy in Office</p> <p>Vacancies in elective offices and positions shall be filled by election at a meeting of the voters. Announcement of any open positions shall be made at voters assemblies and via the current means of communication. Nominations for the vacant positions may come from any voting member or from the board of directors. The names of the nominees shall be announced in conjunction with the notice of the voters meeting for election. Voting members may cast votes by</p>
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<p>absentee ballot prior to the meeting; absentee ballots shall be available in the church office.</p>	<p>absentee ballot prior to the meeting; absentee ballots shall be available in the church office.</p> <p><b><u>An interim appointment can be made by the board of directors so that the duties of the office can be performed during the vacancy. A special board meeting may be called for this purpose.</u></b></p>
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**Bylaw V.2 President and Bylaw V.4 Secretary**

RATIONALE: To transfer a duty, publishing the names of the members of the various boards and committees, from the president to the secretary.

<p><b>Current</b></p> <p>Section 2. President</p> <p>The president of the congregation shall: . . .</p> <ol style="list-style-type: none"> <li>8. Publish the names of the members of the various boards and committees to the congregation each fall.</li> <li>9. Together with the secretary, authenticate by his signature, when necessary, all acts, orders, and proceedings of the voters.</li> </ol> <p>Section 4. Secretary</p> <p>The secretary shall:</p> <ol style="list-style-type: none"> <li>1. Perform all the duties pertaining to this office as outlined in the parliamentary authority adopted by the voters and such additional duties as the voters may specify.</li> <li>2. Maintain the permanent corporate records of the congregation.</li> </ol>	<p><b>If Amended</b></p> <p>Section 2. President</p> <p>The president of the congregation shall: . . .</p> <ol style="list-style-type: none"> <li>8. <del>Publish the names of the members of the various boards and committees to the congregation each fall.</del></li> <li>98. Together with the secretary, authenticate by his signature, when necessary, all acts, orders, and proceedings of the voters.</li> </ol> <p>Section 4. Secretary</p> <p>The secretary shall:</p> <ol style="list-style-type: none"> <li>1. Perform all the duties pertaining to this office as outlined in the parliamentary authority adopted by the voters and such additional duties as the voters may specify.</li> <li>2. Maintain the permanent corporate records of the congregation.</li> <li><b><u>3. Publish the names of the members of the various boards and committees to the congregation each fall.</u></b></li> </ol>
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**Bylaw V.7**

RATIONALE: The Board of Directors was concerned that when an elected person does not perform his duties our only recourse is for the Elders to bring the matter to the voters, who may remove the person from office by a 2/3 vote. The Elders’ primary concern is with the person, so they may not want to bring the issue to the voters. Since the voters put the person in office, it is up to the voters to remove them. This could be done by adding a bylaw provision that is automatic and does not require another action by the voters.

<p><b>Current</b></p> <p>Section 7. Removal of Officers and Elders</p>	<p><b>If Amended</b></p> <p>Section 7. Removal of Officers and Elders</p>
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<p>Sufficient grounds for deposing an officer, official, or elder shall be persistent adherence to false doctrine, scandalous life, willful neglect of official duties, or evident and protracted incapacity to perform the duties of office. The board of elders shall initiate action; removal from office requires a 2/3 vote of a voters assembly.</p>	<p>Sufficient grounds for deposing an officer, official, or elder shall be persistent adherence to false doctrine, scandalous life, willful neglect of official duties, or evident and protracted incapacity to perform the duties of office. The board of elders shall initiate action; removal from office requires a 2/3 vote of a voters assembly.</p> <p><u>Duties of officers, elected officials, and elders include attending meetings of the board(s) or committee(s) on which they are to serve. Failure to attend either three consecutive regular meetings or all of the meetings for six months of such a board or committee shall be considered resignation unless ordered otherwise by vote of the board of directors. Such resignation shall be recorded in the minutes and the office declared vacant.</u></p>
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**Bylaw VI.3 Day School Board**

RATIONALE: In recent years the Day School Board has varied significantly from the recommendations in *Governing Board Resource for Lutheran Schools*.

<p><b>Current</b></p> <p>Section 3. Day School Board</p> <p>The day school board consists of the elected director and day school treasurer, the school administrator, and such other members as the director appoints. Up to 25% of the board members may be nonmembers of Hope Lutheran Church; the other members shall be voting members of Hope. The board shall elect its secretary from among the Hope members. The school administrator has a voice, but not a vote, on the day school board.</p>	<p><b>If Amended</b></p> <p>Section 3. Day School Board</p> <p>The day school board consists of the elected director and day school treasurer, the school administrator, and <del>such</del> <b>at least three</b> other members as <b>appointed by</b> the director <del>appoints</del>. <b><u>In making these appointments, the director shall strive to ensure that the board includes people with expertise, or willingness to develop expertise, in business management, Christian education, nonprofit governance, and communication.</u></b> Up to 25% of the board members may be nonmembers of Hope Lutheran Church; the other members shall be voting members of Hope. The board shall elect its secretary from among the Hope members. The school administrator has a voice, but not a vote, on the day school board.</p>
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**Bylaw VII.3 Financial Review Committee**

RATIONALE: To clarify that the appointment can made before the voters meeting and change the report date to accommodate the school’s fiscal year of July 1 through June 30.

<p><b>Current</b></p>	<p><b>If Amended</b></p>
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Section 3. Financial Review Committee

A financial review committee, consisting of two voters other than members of the board of finance, shall be appointed by the president at the January meeting. The committee shall see that the congregation's financial records (church and school) are reviewed and report to the voters no later than the July meeting.

Section 3. Financial Review Committee

A financial review committee, consisting of two voters other than members of the board of finance, shall be appointed by the president. **The names of the appointed persons shall be announced** at the January meeting. The committee shall see that the congregation's financial records (church and school) are reviewed and report to the voters no later than the ~~July~~**November** meeting.