

PROCESS FOR SUBMISSION OF CONGREGATIONAL CONSTITUTION CHANGES:

To expedite and make the process uniform, the following procedure for approval of changes to congregation constitutions has been established by the Synod Legal Committee and approved by the Synod Council:

1. The congregation council should acquire the latest revision of the Model Constitution for Congregations, available from the ELCA Secretary's Office or on the ELCA website (WWW.ELCA.ORG). The revision date must be shown on the copy submitted.
2. All starred (*) items in the Model Constitution for Congregations must be included in the congregation's constitution without omission or change, and asterisks must appear in the congregation's as they are in the Model.
3. Any non-starred items from the current constitution that the congregation wants to be included in its newly revised constitution may be added.
4. Additions to the current congregational constitution non-starred items should be indicated using underline, deletions by using ~~striethrough~~. Where the constitution being submitted is that of a new congregation or of a congregation adopting an entirely new constitution, all changes from the model constitution for congregations must be indicated.
5. The entire constitution with changes so noted should be sent in Microsoft WORD format (via email or on a CD) to the synod office at least 30 days prior to the synod council meeting at which it is to be considered. It is suggested that the changes be submitted for approval *after* being voted upon by the church council, but *before* being submitted for congregational vote.
6. The synod office will record the date received and forward the constitution to the Legal Committee for review.
7. The Legal Committee will review the changes and make a recommendation to the Synod Council at its next meeting. Criteria for approval are that:
 - ✍ The latest edition for the Model Constitution for Congregations was used
 - ✍ All starred items from the Model Constitution for Congregations are included without omission or change, and
 - ✍ The non-starred items do not conflict with the NC Synod or ELCA Constitutions and By-laws.
 - ✍ Should Synod Council not respond within 120 days after receipt of the congregation's constitution it is considered approved (per C17.03 of the Model Constitution)
8. Written notification of the Synod Council action will be sent to the congregation council.
9. If approved
 - ✍ Approval is subject to the congregational vote to approve the constitution exactly as it was approved by the synod council
 - ✍ A copy of the constitution as approved, including the date of the congregation's approval will be sent to the synod office to be filed
10. If not approved
 - ✍ The constitution is returned to the congregation council noting the reason(s)
 - ✍ The congregation council may revise and resubmit the constitution to the synod office for review to begin the process again

Should you have questions, please contact Charlene Deese at the Synod Office via e-mail cdeese@nclutheran.org or by calling 704-633-4861.