**Ministry’s Bylaws Sample**

**Article I. Name**

This ministry shall be known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Article II. Purpose**

The purpose(s) of this ministry is/are:

1. To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Article III. Membership**

1. Membership in this ministry is open to all members of the Union Baptist Church of Swissvale.
2. [Associate Membership in this ministry is open to any person who has accepted Jesus Christ as their Lord and Savior regardless of membership within the Union Baptist Church of Swissvale]
3. [Associate Membership is this ministry is open to any person regardless of membership within the Union Baptist Church of Swissvale]
4. A person becomes/is considered a ministry member if/when… (e.g. attends a majority of meetings, signs a membership roster, other....).

**Article IV. Organizational Structure**

1. To implement the purpose(s) of this ministry, the members shall annually elect a Spiritual Leader and (an) Authorized Representative(s).
2. The Spiritual Leader in consultation with the Authorized Representative(s) may appoint other officers as needed.

**Article V. Duties of Officers**

1. The Spiritual Leader shall:
   1. Preside over ministry meetings.
   2. Represent the ministry to the Church Office, Ministry Coordinator, and to UBC.
   3. Make appointments to committees and offices, as needed.
   4. Supervise expenditure of all funds, which the ministry receives from dues or any other source.
2. The Authorized Representative(s) shall:
   1. Preside over ministry meetings in the absence of the Spiritual Leader.
   2. Represent the ministry to the Church Office, Ministry Coordinator, and to UBC in the absence of the Spiritual Leader.
   3. Supervise the implementation of plans necessary to carry out approved ministry events and/or activities.
   4. Complete other duties as assigned by the Spiritual Leader.
3. Other Officers: Other Officers may be appointed to fulfill specific duties as designated by the Spiritual Leader

**Article VI. Eligibility for Office**

1. All active members of the Union Baptist Church of Swissvale are eligible to hold office in a ministry.
2. Associate members may not hold office.

**Article VII. Elections**

[Election for the offices of Spiritual Leader and Authorized Representative shall be conducted annually.]

**Article VIII. Terms of Office**

1. The term of office for the Spiritual Leader and Authorized Representative(s) shall be…

**Article IX. Meetings**

The Spiritual Leader after consultation with the Authorized Representative(s) shall determine the frequency, location, and time of all meetings.

**Article X. Quorum**

The presence in person of a simple majority (51%) of the voting members of the ministry shall constitute a quorum for the transaction of business.

**Article XI. Voting**

1. Each member of the ministry shall have one (1) vote.
2. In the event of a tie vote, the vote of the Spiritual Leader shall be the deciding vote.
3. Associate members may not vote.

**Article XII. Financial Accountability**

1. The ministry will strive to maintain at all times high ethical standards in regard to all funds received from dues and/or any other source, and all funds shall be held in trust for the benefit of the ministry.
2. The ministry will function as a not-for-profit group. The ministry will not provide financial benefit to any one individual and it will not collect fees, dues, or other funds for the purpose of benefitting any one member of the ministry.
3. All funds received by the ministry from any source will be used for the benefit of the ministry.
4. The ministry will abide by all of the UBC’s accounting policies and procedures, and will work with the Church Office as requested by them.
5. Upon approval by a majority of member’s votes, dues may be collected in an amount not to exceed sixty (60) dollars per member per year
6. Payment of dues shall be voluntary.

**Article XIII. Adoption / Amendments and Repeal**

1. Adoption: The bylaws shall be adopted by the affirmative vote of the majority of members who vote at a meeting of members noticed for such a purpose.
2. Amendment(s) and Repeal
   1. Amendment to these bylaws or repeal of these bylaws may be proposed at any time by a petition signed by twenty-five percent (25%) of the ministry’s membership at the time of the petition is submitted to the ministry Spiritual Leader.
   2. These bylaws shall be amended or repealed by the affirmative vote of the majority of the members who vote in a meeting noticed for such a purpose.