

# FORM FOR REPORTING AMENDMENTS, REVISIONS OR FIRST CONSTITUTIONS

The secretary of the congregation shall fill out steps 1 – 4, and keep a copy for their records.

1. Congregation NAME \_\_\_\_\_  
LOCATION \_\_\_\_\_
2. Check one:  
Amendment \_\_\_\_\_ Revised Constitution \_\_\_\_\_ First Constitution \_\_\_\_\_
3. Date of document (when approved by Voters Assembly) \_\_\_\_\_
4. Amendment(s) – *(Indicate constitution or bylaw, article number or title, and specific new wording. Use additional pages if necessary.)*

*(Send a copy, along with this form, of the revised or first constitution as an email attachment to: [a.honey@lutheranchurch.ca](mailto:a.honey@lutheranchurch.ca))*

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5. Date document received \_\_\_\_\_
6. Assigned reviewer \_\_\_\_\_ Date sent to reviewer \_\_\_\_\_
7. Suggestions to congregation (if any):
  
8. Action recommended to Board of Directors \_\_\_\_\_
9. Action taken by the Board of Directors \_\_\_\_\_ Date \_\_\_\_\_
10. Ratified by Convention - Date \_\_\_\_\_

*(An updated/approved constitution will be kept on file at the Synod office).*