

DIOCESAN GUIDELINES FOR:
CERTIFICATE FOR FORMATION (INCORPORATION DOCUMENTS) AND BYLAWS
FOR PARISHES, MISSIONS, SCHOOLS, INSTITUTIONS AND ENDOWMENT FUNDS
(FOR NEW AND/OR AMENDING EXISTING DOCUMENTS)

Calls for assistance in creating new documents and/or amending existing documents **are directed to the Registrar in the Financial Services Department, not to the Bishop's office.** To obtain the **approval signature of Bishop Doyle**, the following steps need to be followed:

1. **Diocesan Approved Templates are available** for the Certificate of Formation and Bylaws **for all entities except *Institutions and Endowment Funds***, our office provides “**sample documents**” as guidelines. To obtain **templates and/or samples** contact Michelle Valdez, Executive Assistant to Linda Riley Mitchell, Chief Financial Officer, at 713-353-2116 or Tabinda Asim, Financial Services Manager at 832-240-2344. Additionally, both Michelle and Tabinda can be reach by email at registrar@epicenter.org.
2. The Certificate of Formation Template, **under Article V**, will shows **the registered office** of the Corporation as, **1225 Texas Ave., Houston, Texas 77002**, and **the registered agent** as the **Protestant Episcopal Church Council of the Diocese of Texas**. This information remains the same.
3. **Prior to the approval signature of the Bishop**, our office will need to receive **one draft** of the Certificate of Formation and/or Bylaws, emailed at registrar@epicenter.org. If amending either the Certificate of Formation and/or Bylaws, a **redline draft** needs to be emailed to registrar@epicenter.org. These drafts will be reviewed in-house then sent to the diocesan Chancellor for further review, comments and final approval.
4. **Certificate of Formation:** Upon the Chancellor's approval, a request will be made for **one executed original** to be emailed to registrar@epicenter.org **for the approval signature of the Bishop**. After these documents are signed by the Bishop, the Registrar will file the Certificate of Formation with the State.
5. Upon confirmation that the Certificate of Formation has been filed and recorded with the state, a **Nonprofit Periodic Report** will be mailed **every four years** to the Registered Agent (**see paragraph #2**), to confirm and/or update the information of the entity. This report is required by law under Article 13969.01, Texas Nonprofit Corporation Act.
6. **Bylaws:** Upon the Chancellor's approval, a request will be made for **one executed copy** to be emailed to registrar@epicenter.org **for the approval signature of the Bishop**. After these documents are signed, one electronic copy will be returned to the sender for their records, and one electronic copy will be retained by diocesan office for the incorporation files.