

Pebble Hill Presbyterian Church (U.S.A.)
Congregation and Corporation
By-Laws

10/11/2020 Approved by the Congregation of Pebble Hill

Article 1

Authority

These by-laws are enacted pursuant to the authority granted by the Constitution of the Presbyterian Church (U.S.A.) and the applicable statutes of the State of New York and are in all respects subject to the provisions thereof.

Article II

Meeting of the Congregation and Corporation

A. Date of Annual Meetings

There shall be an annual meeting of the congregation and an annual meeting of the corporation in the church edifice in the spring. The specific date and time are to be set by the session, unless a mitigating circumstance should arise preventing such a meeting. In that case a meeting by some other method such as Internet communication shall be held.

The report of the Finance Committee and Treasurer will be presented in a congregational meeting to be held in January, the specific date and time to be set by the session. Session should pass the budget no later than the end of December.

B. Special Meetings (G-1.0502)

Special meetings of the congregation may be called by the session, the Presbytery, or by the session at the request in writing of one-quarter of the members of the congregation on the active rolls of the church. Such call shall state clearly the purpose of such meetings, and no other matter save that specified in the call may be considered.

C. Notice

Public notice of the time, place, and purpose of all meetings of the congregation and corporation shall be given from the pulpit on the two Sundays preceding the meeting and in the Bulletin. In addition, the session shall provide adequate public notice to the congregation, at least ten calendar days prior to the meeting date.

D. Presiding Officer

The pastor, as moderator, shall preside at all meetings of the congregation or session. If the church is without an installed pastor and the installed elders agree that the subjects to be discussed merit it, or if the pastor is ill and otherwise unable to be present, a minister of Cayuga-Syracuse Presbytery shall be invited by the session to preside. The invitation shall be cleared through the Committee on Ministry of Cayuga-Syracuse Presbytery.

At such times as the congregation may function purely as a corporation during the discussion of an action upon such matters affecting the reception, holding, management, and transfer of property as are committed to the corporation in accordance with the laws of the State of New York, the session acts as the trustees of the corporation. The Elder liaison to Finance is President, the church treasurer is Treasurer of the Corporation, and the Clerk of Session is the Secretary. (G-1.0301)

E. Secretary of Meetings

The Clerk of the Session shall be Clerk of Congregation and Corporation. If the clerk is unable to attend, the moderator shall designate the clerk pro-tem for that meeting.

F. Members Defined

The members of the church shall be communicant members in good standing as defined by the usages and rules of the Presbyterian Church (U.S.A.) regardless of age. (G-1.03)

G. Voting Privileges

All members on active roll are eligible to vote at all stated and special meetings of the congregation. Voting by proxy is not allowed. Session may approve alternate methods for conducting meetings.

H. Rules of Order

Meetings shall be conducted in accordance with the most recent edition of *Roberts Rules of Order* except in those cases where the *Constitution of the Presbyterian Church (U.S.A.)* provides otherwise.

I. Prayer

All meetings shall open and close with prayer.

J. Quorum

Session approves size of quorum.

Article III

Election of Elders and Deacons

A. General

The duties and responsibilities of church government shall lie with the session, comprised of installed elders and the pastor who shall be the moderator. The installed elders who have attained the age of 21 shall, by reason of their office, be trustees of the church corporation.

B. Election of Elders

Elders shall be elected at the annual meeting of the congregation. There shall be nine elders divided into three equal classes, one class of whom shall be elected each year for a three-year term. The elders in active service in a church who have attained the age of 21 shall, by reason of their office, be trustees of the church corporation. An elder having been elected to and served on session for a full three-year term is eligible to serve a second full or partial term, aggregating no more than six years consecutively. At least one year must have elapsed after completion of two consecutive three-year terms before an elder is eligible for election to either a part or a full term.

Election of Deacons

Deacons shall be elected at the annual meeting of the congregation. There shall be ~~nine~~ twelve deacons divided into three equal classes, one class of whom shall be elected each year to a three-year term. A deacon, having been elected to and served a three-year term, is eligible to serve for a second full or partial three-year term,

consecutively aggregating no more than six years. At least one year must have elapsed after completion of two consecutive three-year terms before a deacon is eligible for election to either a part or full term.

C. Vacancies

Vacancies on the session or deacons shall be filled at a special meeting of the congregation or at the annual meeting, as the session shall determine.

D. Term of Office

The term of office of elders and deacons shall expire when their successors have been installed.

Article IV

Meetings of the Session

A. General

The session shall hold stated meetings and shall meet at least nine times a year. The pastor may convene the session when he/she deems it necessary, with appropriate notification. Members of session may request a special meeting by notifying Clerk of Session.

B. Quorum for Session Meetings

A quorum for session meetings shall be five of the elders with the moderator.

C. Organization of the Session

The session shall elect the Clerk of Session for a term of one year. The clerk is eligible for re-election.

The session will establish standing committees as deemed necessary, for example:

1. Christian Education
2. Mission
3. Racial Reconciliation
4. Finance and stewardship
5. Memorial Gifts and Endowments
6. Membership

7. Personnel
8. Property
9. Worship

There should be at least one representative of session on each standing committee whose responsibility it is to fully interact between session and the committee.

In addition to the standing committees, session may appoint such special or continuing adhoc committees as are deemed necessary.

Article V

Nominating Committee

The Church Officer Nominating Committee of the congregation shall be comprised of five members, consisting one from the session, one from the deacons, and three from the congregation at large. They should be selected to represent the diversity of the congregation. The Church Officer Nominating Committee shall be elected annually by the congregation and no member of the committee shall serve more than three years consecutively. The pastor shall be an advisor of this committee, serving ex-officio and without vote.

Article VI

Amendments

These By-Laws may be amended subject to the charter of the corporation, the laws of the State of New York, and the Constitution of the Presbyterian Church (U.S.A.) at any annual meeting or at any special meeting by a two-thirds majority of the voters present, provided that full reading of the proposed changes or a printed distribution of the same shall have been made in connection with the call of any such meeting.

These By-Laws or the charter of this corporation may not be amended contrary to or so as not to include the provisions of the Constitution of the Presbyterian Church (U.S.A.).

Article VII

Effective Date

These By-Laws become effective with a Special or Annual Meeting of the Congregation and Corporation and approval of two thirds of the voters present.