

Bylaws of Latrobe Presbyterian Church

Adopted by the Congregation on September 21, 2003

I. Statement of Purpose

The Latrobe Presbyterian Church of Latrobe, Pennsylvania has been called by God and organized for the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world. (G-1.0200)

II. Relation to the Presbyterian Church (U.S.A.)

The Latrobe Presbyterian Church is a member church of the Presbytery of Redstone in the Synod of the Trinity of the Presbyterian Church (U.S.A.).

III. Governance of the Church

This church shall be governed in accordance with the *Constitution of the Presbyterian Church (U.S.A.)*. Consistent with that *Constitution*, these bylaws shall provide specific guidance for this church. The most recent edition of *Robert's Rules of Order (Newly Revised)* shall be used for parliamentary guidance.

IV. Meetings of the Church

There shall be an annual meeting of the congregation in the church building a Sunday in January, at which at least the following business shall be presented: annual reports from organizations and the session (information only), financial report for the preceding year, budget for the current year (information only), and changes in the terms of call for the pastor(s) (G-7.0302).

There shall be a meeting of the congregation in the church building a Sunday in October for the nominating committee to report and the congregation to elect elders, deacons, and members to serve on the nominating committee.

Special meetings may be called by the session. Such calls shall state clearly the purpose of such special meetings, and business shall be restricted to that which is specified in the call. (G- 7.0302)

V. Notice of Meetings

Public notice of the meetings shall be given in printed and verbal form on at least two successive Sundays prior to the meeting. When the meeting is called for the purpose of electing a pastor, the notice shall be given in printed and verbal form at least ten days in advance, which shall include two successive Sundays. (G- 7 .0303)

VI. Moderator

The pastor shall moderate the meetings. If there are co-pastors, they shall alternately preside at meetings. When the church is without a pastor, the moderator appointed by the presbytery shall preside. If it is impractical for the pastor or the moderator of the session appointed by the presbytery to preside, he or she shall invite, with the concurrence of the session, another minister of the presbytery to preside. When this is not expedient, and when both the pastor or the moderator and session concur, a member of the session may be invited to preside. (G-7.0306)

VII. Secretary

The clerk of session shall serve as secretary. If the clerk is not present or is unable to serve, the moderator shall appoint a secretary.

VIII. Minutes of the Meeting

The minutes of the meeting recorded by the secretary shall be attested by the moderator and the secretary, and shall be recorded in the minute book of the session. (G- 7.0307)

IX. Quorum for the Meeting

The quorum of a meeting of the congregation shall be the moderator, the secretary, and the higher of 25 active members or one-tenth of the active members of the congregation. Consistent with the laws of the state of Pennsylvania, a quorum shall be no less than one-tenth of the active members on corporate matters. The secretary shall determine that a quorum is present. Only active members may vote (G- 7.0301), regardless of age. Consistent with the laws of the state of Pennsylvania, voting is restricted to active members age 18 or above on corporate matters. Active members under the age of 18 may vote only on ecclesiastical matters. Voting by proxy is not allowed.

X. Incorporation

In accordance with the laws of the state of Pennsylvania, the congregation shall cause a corporation to be formed. Consistent with the laws of Pennsylvania, both ecclesiastical and corporate business may be conducted at the same meeting of the congregation. (G-7.0304) Since the pastor or moderator is not a member of the corporation, consistent with Article VI, a member of the session shall be invited to moderate the meeting when corporate matters appear on the agenda. The elders serving on the session shall serve at the same time as trustees. When stipulated by session the chair of the Property and Finance committee or an elder currently serving on session will serve as President of the Corporation.

XI. Nominating Committee

The congregation shall form a nominating committee in the following manner:

1. There shall be nine members on the nominating committee.
2. Three of the members shall be designated by and from session, one of whom shall serve as moderator of the committee.
3. One of the members shall be designated by and from the board of deacons.
4. Five of the members, not persons currently serving on the session or the board of deacons, shall be nominated and elected annually at a meeting of the congregation.
5. No member shall serve more than three years consecutively.
6. The pastor shall be a member ex officio and without vote.
7. The nominating committee shall bring to the congregation no more nominees than the number of positions to be filled.
8. The floor shall be open for nominations at the congregational meeting. (G-14.0201e.)

XII. Elders

Beginning in 2007, the session shall consist of twelve (12) elders divided into three equal classes. The congregation shall elect one final class of six (6) in 2003. Beginning in 2004, the congregation shall annually elect one class of four (4) each of whom shall serve a three-year term. No elder shall serve for consecutive terms, either full or partial, aggregating more than six years. An elder having served a total of six years shall be ineligible for reelection to the session for a period of at least one year.

The session appoints a day for the service of ordination and installation. (G-14.0205) At session's first meeting following the installation of the new class of elders, it shall elect an elder to serve as clerk and shall form such committees as necessary to carry out its work. At that same meeting of the session, the session shall elect a treasurer. (G-10.0401) A quorum for the session shall be the pastor or other presiding officer and one third of the elders.

XIII. Deacons

The congregation shall elect twelve (12) deacons divided into three equal classes, one class of whom shall be elected each year at the annual meeting for a three-year term. No deacon shall serve for consecutive terms, either full or partial, aggregating more than six years. A deacon having served a total of six years shall be ineligible for reelection to the board of deacons for a period of at least one year.

The board of deacons, at its first meeting following the installation of a new class of deacons, shall elect a moderator and a secretary from among its members and shall form such committees as necessary to carry out its work.

The pastor shall be an advisory member of the board of deacons. A quorum for the board of deacons shall be one third of the members, including the moderator.

XIV. Vacancies

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

XV. Amendments

These bylaws may be amended subject to the Articles of Incorporation, the laws of the state of Pennsylvania and the *Constitution of the Presbyterian Church (U.S.A.)* by a two-thirds vote of the voters present. The proposed changes in printed form shall have been distributed at the same time as the call of the meeting.