

BY-LAWS FOR THE CONGREGATION AND CORPORATION OF THE CONGRUITY UNITED PRESBYTERIAN CHURCH

1. The Congruity United Presbyterian Church of 136 Fenneltown Rd, New Alexandria, Pa. being a particular congregation of the Presbyterian Church (USA) recognizes that the Constitution of said Church, is in all its provisions obligatory upon it and all its members.
2. There shall be two stated meetings of the congregation in the church edifice each year. The first meeting shall be held the last Sunday of January – after worship service, for the purpose of hearing reports pertaining to the welfare of the church from the previous year’s activity. Immediately following the adjournment of the ecclesiastical meeting the corporation shall convene, if there be business for the corporation to consider, with the chairman of the Trustees moderating. The second stated meeting shall be held the first Sunday in December for the purpose of receiving the budget for the new year, election of church officers, to review the terms of the Pastor’s call, to elect a nominating committee representative of the congregation, and to act upon any business which the Session of the church shall determine should be brought before the congregation.
3. Special meetings may be called by the Session or the Presbytery. Such calls shall state clearly the purpose of such special meetings, and no other matter save that specified in the call may be considered.
4. Public notice of the time, place, and purpose of all meetings of the congregation shall be given on two successive Sundays.
5. The Pastor shall preside. If the Church is vacant or if the pastor and ruling elders agree that the subjects to be discussed require it, or if the pastor is ill or is otherwise unable to be present, a minister of Redstone Presbytery or a designee of the Committee on Ministry of Redstone Presbytery shall be invited by Session to preside. This invitation shall be cleared through the Committee on Ministry of Redstone Presbytery.
6. In order to effectuate action in a corporate capacity, the Session shall name one of its members as Chairman of the Board of Trustees.
7. The Clerk of Session shall be secretary of the meeting of the Congregation and corporation. In his/her inability to attend, the Session shall designate a secretary in his/her stead.
8. The members of the Church shall be active members in good standing as defined by the usages and rules of the Presbyterian Church (USA), regardless of age.
9. As required by the laws of the State of Pennsylvania, only members of legal age shall be eligible to vote on questions dealing with property and matters that are strictly the business of the corporation. Otherwise, all active members of the church are eligible to vote at all stated and special meetings of the church. Voting by proxy is not allowed.
10. Meetings shall be conducted in accordance with the most recent edition of Robert’s Rules of Order. The membership may also make use of processes of discernment in their deliberations prior to a vote as agreed upon by the body.
11. All meetings shall be opened and closed with prayer.
12. A quorum for meetings of the congregation shall consist of the moderator, and 10 % of the eligible voters, including the secretary.
13. There shall be Nine (9) ruling elders divided into three equal classes, one class of whom shall be elected each year at the annual election meeting for a three-year term. No ruling elder shall serve on the session for consecutive terms, either full or partial aggregating more than six years; but shall be ineligible to be elected to a new term until one year has elapsed.
14. All active members are eligible for election as ruling elders or deacons.
15. There shall be nine (9) Deacons (as described in the Book of Order) divided into three equal classes, one class of whom shall be elected each year at the annual election meeting for a three-year term. No Deacon shall serve on the Board of Deacons for consecutive terms, either full or partial, aggregating more than six years; but shall be ineligible to be elected to a new term until one year shall have elapsed.
16. Vacancies on the Session or Deacons may be filled at a special meeting of the congregation or at the annual meeting, as the Session shall determine.
17. The Board of Trustees shall consist of the members of Session who are of legal age in Pennsylvania. Their term of office as Trustee shall be con-current with membership on the Session.
18. There shall be a representative nominating committee chosen in accordance with the Constitution of the Presbyterian Church (USA.) This committee shall bring before the congregation at the election meeting the first

Sunday in December, one nominee for each vacant office. Session shall determine the structure of the nominating committee prior to the December meeting of the congregation. No elder or deacon serving during the upcoming year may be elected to the nominating committee from the floor. One ruling elder will be appointed by session to the nominating committee and will serve as chair of that committee. One serving deacon will be appointed by that body to the nominating committee. Opportunity will be given for the congregation to make additional nominations from the floor, with the prior consent of the nominee.

19. There shall be one bonded financial secretary, one bonded assistant financial secretary, one bonded church treasurer, and one bonded assistant church treasurer who shall be responsible for the accounting of the church finances. They shall be elected annually by the Session and may or may not be a ruling elder. They may serve a maximum of ten full consecutive years after which they shall be ineligible for election until one year has elapsed.
20. There shall be three auditors, one elected each year at the annual meeting in December, for a term of three years. An auditor begins serving on January 1st following the election and his/her term of service ends on December 31st of the "Class Year."
21. The seal of the corporation shall be circular in form and shall have inscribed thereon its outer circle the name of this corporation and in addition the words "Penna." In the center of said seal shall be the word "SEAL" and the year of incorporation , 1854 and amended 1963,
22. Rules 1, 3, 5, 6, 7, 8, 9, 10,11,14,16 are not subject to amendment except by changes in the law of the state of Pennsylvania and the Constitution of the Presbyterian Church (USA.)
23. Rules 2, 4, 12, 13, 15, 17, 18, 19, 20, 21 may be amended subject to the charter of the corporation, the laws of the state of Pennsylvania and the Constitution of the Presbyterian Church (USA.) at any annual meeting or at any special meeting by a two-third's (2/3's) vote of the voters present provided that a full reading of the proposed changes or a printed distribution of the same shall have been made in connection with the call of the meeting.

AUDITING COMMITTEE RESPONSIBILITIES

The duties of the Auditing Committee shall be to audit the books of the Church Treasurer, Church School Treasurer, Deacon's Treasurer, and any account of any subordinate organization of the church. The report of the audits shall be signed by each member of the committee and presented at the Congregational meeting in January.

DUTIES OF CHURCH TREASURER AND ASSISTANT TREASURER

1. There shall be one treasurer to handle all church funds. Session will appoint the treasurer and assistant treasurer in accordance with number Nineteen (19) above.
2. The Treasurer (Asst. Treasurer) will keep proper records of all receipts and disbursements of monies in the depository to be determined by the current session.
3. Disbursements of monies will be made in a way determined by the current session.
4. A financial report will be presented monthly at the session meeting. At the end of the fiscal year an annual report will be presented to the congregation.
5. The treasurer's books will be audited annually.
6. Turn all records over to the session at the end of term of office.

DUTIES OF FINANCIAL SECRETARY AND ASSISTANT FINANCIAL SECRETARY

1. Get all collections from services.
2. Keep proper personal financial records for each contribution.
3. Deposit monies in depository to be determined by current session.
4. Turn deposit slip over to treasurer showing where money is to be used and the amount for each purpose.
5. Keep sufficient collection envelopes and personal statements on hand for each member. See that members who request envelopes receive them. All members should receive statements periodically as determined by session. Order envelopes and statements as needed.
6. Turn all records over to session at the end of term of office.

These bylaws approved by vote of the congregation on January 27, 2013

Clerk of Session _____ **Moderator** _____