

## **BY-LAWS**

**B-1.0000**

### **CONSTITUTION**

Second Presbyterian Church, Staunton, Virginia, a congregation of The Presbyterian Church (U.S.A.) within the Presbytery of Shenandoah, is organized under the authority of the Bible and the Constitution of said Church. The Constitution consists of the *Book of Confessions* and the *Book of Order*.

**B-1.0100**  
B-1.0101  
Constitution

### **MEETINGS OF THE CONGREGATION**

The annual meeting of the congregation shall be held in January of each year on the last Sunday of the month. Business appropriate for the annual meeting, both ecclesiastical and corporate, shall be handled (G-7.0304).

**B-1.0200**  
B-1.0201  
Annual  
Meeting

A special meeting of the congregation shall be held on the last Sunday in October of each year, for the purpose of electing Elders and a Trustee. Officers elected shall ordinarily assume office on the Sunday in January designated for ordination and installation.

B-1.0202  
Annual  
Election

Special Meetings may be called for any or all of the purposes appropriate to an annual meeting or to conduct such other business as may be proper for congregational consideration. The business to be transacted shall be limited to items specifically listed in the call for the meeting.

B-1.0203  
Special  
Meetings

Notice of meetings of the congregation shall be published in the church newsletter the month of the meeting. Notice shall also be published in the Sunday worship bulletin, with announcement from the pulpit, on two Sundays prior to the meeting.

B-1.0204  
Required  
Notice

The Pastor or a Moderator appointed by Shenandoah Presbytery shall preside at meetings of the congregation. The Clerk of the Session shall act as Secretary at congregational meetings.

B-1.0205  
Officers

All active members present shall be eligible to vote at congregational meetings. Active members present, eighteen (18) years of age and over, shall be entitled to vote on matters of a corporate nature.

B-1.0206  
Eligibility  
to vote

A quorum of all meetings of the congregation shall be ten percent of the active membership of the congregation. (G-7.0306)

B-1.0207  
Quorum

### **OFFICERS**

The Session shall be composed of twelve (12) Elders, divided into three equal classes. One class of Elders shall be elected each year at the October meeting of the congregation, ordinarily for a three year term. *[NOTE: changed from 18 to 12 as of 2011; reduction to be implemented over three years, 2011, 2012, 2013.]*

**B-1.0300**  
B-1.0301  
Session:  
Composition

The following rules shall apply to service on the Session:

- a. Only one person from a household may serve on the Session at a given time.
- b. Members of the Church Staff are not eligible to serve on the Session.

B-1.0302  
Rules limiting  
Service on  
Session

There shall be three (3) Trustees, divided into three equal classes. One Trustees shall be elected each year at the October meeting of the congregation, for a three year term. Nominations for Trustee shall be sought from the floor of the congregational meeting. Trustees have limited legal powers, as defined by the laws of the Commonwealth of Virginia. The powers and duties of the Trustees shall not infringe upon the powers and duties of the Session as the governing body of the congregation. (See G-7.0401)

B-1.0303  
Trustees

No Elder or Trustee shall serve consecutive terms aggregating more than six (6) years. Any person who has reached this limit may be considered for election to the same board after a lapse of one calendar year.

B-1.0304  
Term  
Limits

All vacancies on the Session or Trustees shall be filled for the unexpired terms at a meeting of the congregation, upon nomination by the Nominating Committee (Elders) or congregation (Trustees).

B-1.0305  
Vacancies on  
Boards

#### **COMMITTEES OF THE CONGREGATION**

The congregation shall be served by two committees: a Nominating Committee and an Audit Committee.

**B-1.0400**  
B-1.0601  
Committees

The Nominating Committee shall be composed of five members: two (2) Elders elected by the Session, and three (3) members, nominated and elected by the congregation, plus one (1) alternate from the congregation. (See G-14.0201b). The nominating committee shall be chosen annually. No member of the committee shall serve more than three years consecutively. The Pastor shall be an *ex officio* member, with voice but not vote. At the October meeting of the congregation, the Nominating Committee shall submit a slate of nominees for all offices to be filled. The nominating committee shall not nominate its successors.

B-1.0602  
Nominating  
Committee

The Stewardship and Finance Committee shall make arrangements for an annual financial review (audit) of church accounts. The committee shall report the findings of the review to the Session and the congregation.

B-1.0403  
Annual  
Financial  
Review

#### **AMENDMENTS**

These by-laws may be amended at any meeting of the congregation by a two-thirds vote of the active members present and voting. A full reading or a printed distribution of the proposed change shall be provided to the congregation.

**B-1.0500**  
B-1.0601  
Amendments  
to Bylaws