

## BYLAWS of La Verne Heights Presbyterian Church of La Verne, California

### Article I. NAME AND RELATIONSHIP

Section 1. The name of this church is La Verne Heights Presbyterian Church of La Verne, California. The Presbytery of San Gabriel organized this church on October 22, 1967.

Section 2. These bylaws shall be in conformity with the Constitution of the Presbyterian Church (U.S.A.) and is subject to the guidance and direction of the General Assembly, the Synod of Southern California and Hawaii and the Presbytery of San Gabriel, and shall set forth the ecclesiastical and corporate structure and method of operation of this particular church.

Section 3. The principal office for the transaction of the business of this church including its corporate affairs shall be at 1040 Base Line Road, La Verne, California, 91750.

Section 4: Our Church's Mission Statement is, "As a people committed to the Lord Jesus Christ and empowered by the Holy Spirit, we nurture and equip each other to be disciples who perceive and carry out Gods call to our mission: to share the gospel and address community and world needs to the glory of God."

### Article II. CONGREGATIONAL MEETINGS AND MEMBERSHIP

Section 1. All Congregational Meetings may deal with both corporate and ecclesiastical affairs.

Section 2. Active members shall be eligible to vote upon all matters that come before the Congregation. The Session shall determine the membership of the church.

Section 3. There shall be two stated meetings of the congregation each year: a Fall Stated Meeting of the Congregation at a time and place specified by the Session for the purpose of electing ruling elders, deacons, the nominating committee, and for any other business which the Session shall deem appropriate to come before the congregation. The Annual Meeting shall be held as soon after January 1 as practicable, at a time and place specified by the Session, for the purpose of receiving annual reports from the Session and church organizations, electing corporate officers, and transacting any and all business that may properly come before it.

Section 4. Special Meetings of the Congregation may be called by the Session, or on direction of the Presbytery. The notices of such meetings shall state clearly the purpose of the meeting, and no other matter save those specified in the notices may be considered.

Section 5. All Congregational Meetings shall be announced at two successive Sunday Services preceding the meeting or shall be announced by mail to all members at least one week in advance of the Meeting.

Section 6. A quorum for the transaction of business at all Congregational meetings shall be as follows: if the number of members is 100 or less, one fourth of the members, or if the number of members is more than one hundred, 25 members or one-tenth of the members, whichever is greater.

Section 7. The moderator of the Session shall preside at Congregational Meetings. If the moderator is unavailable to act, or if the subject to be discussed requires it, the Session may invite another teaching elder of the Presbytery to preside. The Clerk of Session shall act as Clerk of Congregational Meetings, or if the clerk is unavailable to act, a clerk shall be designated by the Session. The minutes shall be attested by the moderator and the clerk/secretary, and shall be entered in the minutes book of the Session

Section 8. Rules for Judicatories of the Presbyterian Church (U.S.A.), insofar as they apply, are hereby adopted for this church. Meetings shall be conducted in accordance with these rules; when these rules do not apply, meetings shall be conducted according to accepted parliamentary rules of order.

### ARTICLE III. NOMINATION AND ELECTION OF CHURCH OFFICERS AND NOMINATING COMMITTEE

Section 1. There shall be a Church Nominating Committee composed of seven members. The congregation at the Fall Stated Meeting of the Congregation shall elect four members-at-large, none of who are active ruling elders that have been nominated by the Nominating Committee. Two members shall be from the Session, and one from the Board of Deacons, to be announced at the Fall Stated Meeting of the congregation. The pastor is an ex-officio member, without vote.

Section 2. The Session shall designate one of its two members as Chairman, the other as Vice Chairman, ordinarily to be Chairman the following year.

Section 3. The Nominating Committee shall be constituted at the Fall Stated Meeting of the Congregation to serve one year, beginning with the conclusion of that meeting.

Section 4. The Nominating Committee shall present one eligible person for each office to be filled. Additional nominations may be made from the floor. Any persons nominated shall have given consent to be nominated.

Section 5. Ruling elders shall be elected at the Fall Stated Meeting of the Congregation. There shall always be three classes of ruling elders, as nearly equal in number as possible, one class of which shall expire each year. Terms shall be for three years, except when it is necessary to elect some for shorter terms in order to equalize the numbers in the classes or to fill vacancies. A ruling elder may not be elected for a term of more than three years, nor shall a Ruling Elder serve for consecutive terms, full or partial, for a period of time aggregating more than six years. A ruling elder having served for a total of six consecutive years shall be ineligible for reelection for one year.

Section 6. Election may be by acclamation if there is only one candidate for each office. If there are two or more candidates, election shall be by ballot. A majority vote elects.

Section 7. Elected ruling elders shall be installed, and ordained if required, in a regular Sunday morning church service on the first Sunday practicable after their election. A term of service shall begin upon installation.

Section 8. For good cause, a ruling elder may resign from office with the consent of the Session. Membership on the Session terminates automatically upon termination of Congregational Membership. Vacancies shall be filled in the same manner as original elections.

Section 9. When a ruling elder has been absent from three successive meetings of the Session without excuse, the Congregation may, upon recommendation of the Session, declare the position vacant, and elect another person to fill the unexpired term.

Section 10. Members of the Board of Deacons shall be elected in like manner as described in this Article, and in conformance with the sections of Article V of these bylaws.

#### ARTICLE IV. SESSION

Section 1. The Session shall have authority over all of the affairs and activities of this church, both spiritual and corporate, except in such matters in accordance with the Book of Order or these bylaws be specifically accorded to the pastor, to the congregation, or to a higher judicatory (G-3.0201). The Session shall be composed of twelve ruling elders and the pastor as moderator. In the pastor's absence, and with approval of the pastor, the session shall appoint a teaching elder to act as moderator. In the event that there is no pastor, the Presbytery will appoint a teaching elder as moderator.

Section 2. The Session shall nominate a President and Treasurer from within its own membership. The Session shall nominate a Clerk from within or without its own membership, who will also serve as the secretary of the

corporation. The Officers shall be elected at the annual meeting of the congregation. The Moderator, President, Clerk, and Treasurer shall establish the docket for each stated Session meeting. A vacancy in any office shall be filled as soon as practical at a congregational meeting. Under no circumstances may one ruling elder fill two or more officer positions.

Section 3. The Session shall meet monthly at a time and place designated by it, except as cancelled by its previous action. Special Session Meetings may be called by the moderator upon notice to all Session members, and shall be called upon the request of any one or more members thereof, or upon the direction of the Presbytery. A quorum for the transaction of business shall be one-half, or the first whole number over one-half, of the legal membership of the Session. (G-3.0203)

Section 4. The Session shall serve as the Board of Trustees. The Corporate powers of this church shall be exercised by the Session. The Session shall process formal corporate documents, and perform duties required of it by law, according to powers granted to a nonprofit Corporation by the laws of this State. This Session shall not sell, mortgage, or otherwise encumber or lease, any of its real property, and it shall not acquire real property subject to an encumbrance or condition, except as having received the written permission of the Presbytery.

Section 5. The Session, subject to the limitations of the bylaws, may authorize any corporate officer or officers, agent or agents, to enter into any contract and execute any instruments, in the name of, and on behalf of, this Corporation. They may be given authority in the name of this Corporation to borrow money or incur indebtedness, and to cause to be executed and delivered promissory notes, deeds of trust, mortgages, pledges, or other evidence of debt and security therefrom. Unless so specifically authorized, no officer, agent, or employee shall have any power or authority to bind this Corporation by any contract or agreement.

## ARTICLE V. BOARD OF DEACONS

Section 1. The Board of Deacons of this church shall be responsible for the performance of those duties which shall be assigned to it by the Session, and any actions and functions ancillary thereto, all in accordance with the Book of Order (G-2.0201). The session shall set the number of the deacons.

Section 2. Members of the Board shall be nominated by the nominating Committee, elected by the Congregation, and ordained in the same manner as ruling elders. There shall always be three classes of Active Deacons, as nearly equal in number as possible, one class of which shall expire each year. Terms shall be for three years, except when it is necessary to elect some for shorter terms in order to equalize the numbers in the classes, or to fill vacancies. Deacons shall be elected at the Fall Stated Meeting of the Congregation. There shall

always be three classes of deacons, as nearly equal in number as possible, one class of which shall expire each year. Terms shall be for three years, except when it is necessary to elect some for shorter terms in order to equalize the numbers in the classes or to fill vacancies. A deacon may not be elected for a term of more than three years, nor shall a Deacon serve for consecutive terms, full or partial, for a period of time aggregating more than six years. A deacon having served for a total of six consecutive years shall be ineligible for reelection for one year.

Section 3. The Board shall elect a Moderator, Treasurer, and a Secretary from among its members. The board shall at its discretion elect other officers from its membership.

Section 4. The Board shall be funded by whatever means are established by the Session.

Section 5. The Board shall hold Stated Meetings on a regular basis at least ten times a year, ordinarily on a monthly basis, and shall hold as many Called Meetings as necessary to the performance of its duties. The Moderator may schedule called Meetings with reasonable cause, and with reasonable notice to all members of the Board. For all meetings, a quorum shall be established by the attendance of at least one-third of the membership of the Board. Meetings, unless otherwise stipulated by the Moderator, shall be held in the regular church building facilities.

Section 6. In addition to its elected officers, the Board shall be organized by the Moderator into whatever committees or other units as shall be convenient, practical, and efficient for the performance of its duties.

Section 7. The Board shall keep a record of its proceedings, and of the receipt and disbursement of its funds, and these records shall be submitted to the Session for approval at least once a year, and at other times upon request of the Session.

## ARTICLE VI. BUDGET AND FINANCE

Section 1. Budget making and the securing of revenues is a responsibility of the Session. The Session shall be responsible for the collecting, holding, dispersing and accounting of all church funds.

Section 2. The Finance Committee shall prepare the total budget for all causes. The budget, as approved by the Session, shall be presented to the Congregation at its Annual Meeting. Installed Pastor's salaries shall be reviewed and approved by the Congregation annually, and approved by the Presbytery.

## ARTICLE VII. COMMITTEES, MINISTRY GROUPS, AND TASK FORCES

Section 1. The congregation will organize its life, work, and institutions around three types of working groups:

- Committees that will administer the affairs of both congregation and corporation
- Ministry groups that will undertake programs and ministries of the church
- Task forces that will implement specific, short-term assignments

Section 2. Committees. There will be Session-appointed committees that will be responsible for the ongoing operation of the congregation and its corporation. The session committees are chaired by active ruling elders, but may include staff or other members of the congregation as well. All committees are expected to make regular reports of their activities to the Session, and said reports should be retained with the minutes of Session meetings.

Section 3. Ministry Groups. Whereas committees work as directed by the Session, Ministry groups provide an avenue for small groups of like-minded church members and friends to organize around, and act on, a specific calling that Christ has led them to. A Ministry group exists only as long as its members feel called to continue, and can be dissolved when the stated job is completed or when its members no longer wish to continue. The details of the ministry groups are maintained in the Handbook for Ministry Groups.

Section 4. Task Forces. Task forces are organized to carry out short-term assignments, and are disbanded upon completion of those assignments. There are two types of task force: those organized by Session or the congregation, and those organized by small groups of people to test interest and support for a new Ministry Group. The work of Session and Congregation organized task forces is limited in scope and duration. Task forces organized to test interest in a new Ministry group remain in existence only until the group reorganizes as a Ministry group or disbands from lack of support.

Section 5: Handbook for Session: All information regarding the formation, implementation, operation, and dissolution of committees is found in the LVHPC publication, La Verne Heights Presbyterian Church Session Handbook. It is the responsibility of Session to maintain, review, and revise the handbook.

## ARTICLE VIII. AMENDMENTS

Section 1. Amendments to these bylaws shall be processed through the Session and submitted to the Congregation for approval or disapproval. Amendments shall require a two-thirds vote of approval of those members present. A written notice containing the proposed changes shall be given at least seven days before the meeting at which action thereon shall be taken.

These bylaws of the La Verne Heights Presbyterian Church of La Verne, California, were approved as amended by the Congregation on February 22, 2015.

2015

\_\_\_\_\_ February 22,

Signature, Clerk of Session

Date