

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-1.0503).

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 Ruling Elders and a Trustee. Persons 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 for stated meetings of the congregation shall be published in the Sunday worship bulletin during the month when the meeting is scheduled, with specific mention during the concerns of the congregation on the Sunday prior to and of the meeting. Notice shall also be given on the church web site (home page and calendar), and by email the week of the meeting. Special meetings may be called with two Sundays notice, using the above-mentioned means of notification.

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.

B-1.0207
Quorum

Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order, Newly Revised*.

B-1.0208
Parliamentary
Authority

RULING ELDERS AND TRUSTEES

The Session shall be composed of twelve (12) Ruling Elders, divided into three equal classes. One class of Ruling 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

B-1.0303
Trustees

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 council of the congregation. (See G-7.0401)

No Ruling 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 (Ruling 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-1.0401
Committees

The Nominating Committee shall be composed of five members: two (2) Ruling Elders elected by the Session, who shall serve as chairperson and vice chairperson, and three (3) from the congregation, chosen in the following manner: one person nominated by Presbyterian Women, one person nominated by the music ministry (choirs), and one person nominated by the Lucille Sanger Sunday Bible Study Class. One (1) alternate will be nominated from the floor during the annual meeting where the members of the nominating committee will be confirmed. 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-1.0402
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