

**BYLAWS  
PLYMOUTH PRESBYTERIAN CHURCH  
PLYMOUTH, MINNESOTA**

**ARTICLE I  
RELATIONSHIPS**

Plymouth Presbyterian Church, being a particular congregation of the Presbyterian Church (U.S.A.) recognizes that the constitution of Presbyterian Church (U.S.A.) in all its provisions is obligatory upon Plymouth Presbyterian Church and its members. These bylaws shall also always be subject to the constitution and laws of the State of Minnesota and United States of America. These bylaws are enacted pursuant to the provisions on Minnesota Statutes, Chapter 317A (the Minnesota Nonprofit Corporation Act) and, as applicable, are subject thereto.

**ARTICLE II  
MEMBERS AND MEETINGS**

Section 1. Members entitled to vote Regardless of age, all members on the active roll of the Plymouth Presbyterian Church, as defined by the usages and rules of the Presbyterian Church (U.S.A.), are entitled to vote at any meeting of the congregation at which they are present. Each eligible voter shall have one (1) vote. Voting by proxy or by mail or other absentee methods is not permitted. Cumulative voting is not permitted.

Section 2. Annual meeting There shall be an annual meeting of the congregation in the church edifice in the month of January of each year, or at such date and place as the session shall designate, for the purpose of hearing official reports and transacting all business which may properly come before such meeting as defined in the Book of Order (G-1.0501, G-1.0503).

Section 3. Special Meetings. Special meetings of the congregation may be called by action of the session, by order of the Presbytery of the Twin Cities Area, or by the session when requested in writing by one-fourth of the members on the active roll of the congregation. All calls for special meetings of the congregation shall clearly state the purpose of the meeting. Only the matters specified in the call, which must be matters permitted under the Book of Order (G-1.0503), may be considered at that special meeting.

Section 4. Notice of meetings Public notice of the time, place, and purpose of a congregational meeting shall be given at least ten days, including on the two Sundays prior to the meeting and shall also be given by written notice to all members not less than five(5) days and not more than (30) days preceding the date of the meeting. The meeting may be convened following the notice given on the second Sunday.

Section 5. Quorum A quorum shall consist of the moderator and ten (10) percent of the members on the Active Roll.

Section 6. Prayer at meetings All meetings of the congregation and all meetings of its elected and appointed working organizations shall be opened and closed with prayer.

Section 7. Rules of Order The meetings of the congregation shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised* except when it is in contradiction to the Constitution of the Presbyterian Church (U.S.A.), or in accordance with a process of discernment agreed upon by the body prior to a vote.

Section 8. Moderator The Moderator of the session shall preside at all meetings of the congregation, except as provided in The Book of Order (G-1.0504) or in Section [10] below.

Section 9. Secretary The clerk of session shall be the secretary of the meeting of the congregation. If the clerk is unable to attend, the congregation shall elect a secretary for that meeting.

Section 10. President The president of the corporation shall preside during those portions of a congregational meeting dealing with corporate, property, and financial matters, including the compensation of the teaching elder(s) [formerly "pastor"].

### **ARTICLE III ELECTION OF CHURCH OFFICERS**

Ruling elders and deacons shall be nominated by a committee elected by the congregation, drawn from and representative of its membership. The nomination and election of ruling elders and deacons shall express the rich diversity of the congregation's membership and shall guarantee participation and inclusiveness and shall be conducted in accordance with the Book of Order. (G-2.0401)

### **ARTICLE IV THE SESSION**

Section 1. Number, Election, and Terms of Office The session shall be comprised of 14 ruling elders and the teaching elder. Ruling elders shall be divided into two (2) classes. Each class shall be comprised of seven (7) members. At each annual meeting or special meeting called for the purpose of election of officers, the successor to the class of ruling elders whose term shall expire that year shall be elected for a full term of two (2) years so that the term of one class expires each year. Ruling elders who have served one full term shall be eligible to be elected to a maximum of two more full terms. A ruling elder who has served for three (3) consecutive full terms is ineligible for election to the same board for at least one year. (G-2.0404)

Section 2 Qualifications Men and women who are on the Active Roll of the church are eligible for election to the office of ruling elder. They should be persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. (G-2.0301)

Section 3 General Powers The duties of the session shall be those delegated by them by the Constitution of the Presbyterian Church (U.S.A.), the Minnesota Nonprofit Corporation Act, and those authorized by the congregation. The session shall be and does constitute the directors of the corporation as that term is defined in the Minnesota Nonprofit Corporation Act.

Section 4 Specific Powers Without limiting any way the generality and scope of the powers granted in the preceding, the session shall have the following powers:

- a. Subject to the provisions of the Constitution of the Presbyterian Church (U.S.A.), the session shall have and exercise exclusive authority over the worship of the congregation; and shall determine the time and place of the preaching of the Word and all other religious services. It shall also have exclusive authority over the uses to which the church building and properties may be put, but may temporarily delegate the determination of such uses, subject always to the superior authority and direction of the session.
- b. The session shall have authority over all affairs and activities of the congregation, except such matters as are specifically accorded to the teaching elder, to the congregation, or to a higher governing body by the Constitution of the Presbyterian Church (U.S.A.).
- c. The session may from time to time delegate administrative responsibilities in respect to the care and management of the church properties and respect to the financial affairs of the church, subject always to the superior authority and direction of the session. It may add persons to any of its commissions and may set up special committees responsible to it.

Section 5. Meetings and Records of the Session Minutes and other official records of the session, minutes of congregational meetings, and records of the board of deacons are the property of the session and the clerk shall be responsible for their preservation. They shall be available to the presbytery upon request and may be stored with the Presbyterian Historical Society.

Section 6. Moderator The teaching elder of the congregation shall be moderator of the session. If the teaching elder is not available, the procedures in the Book of Order section G-3.0104 shall be followed.

Section 7. Other Church Officers

- a. The clerk of session shall be a ruling elder not in active service on session appointed annually by the session. The clerk shall record the transactions of the session, keep its rolls of membership and attendance, preserve its records, and furnish extracts from them when required by another council of the church. (G-301.04). The clerk of session shall be the secretary of the congregation and the corporation.
- b. The treasurer shall be appointed annually by the session. The treasurer shall have charge, custody, and maintenance of all financial records, be responsible for all funds, assets, and securities, and shall maintain all checking, trust, or other depository accounts of the church and corporation. The session shall be responsible for the annual audit of the treasurer's books and accounts and shall report the results to the congregation at least annually. The treasurer shall be a member of the Administration Commission of session.
- c. The session shall annually elect a corporate president

Section 8 Quorum A quorum shall consist of the moderator and one-third of the ruling elders of the session, except for special meetings called solely for the purpose of receiving new members, for which the quorum shall be the moderator and three (3) ruling elders.

Section 9. Meetings The session shall hold regular stated meetings no less than quarterly according to a standing rule adopted by the session. The meetings of session shall be held in the church edifice unless by majority vote another place is deemed advisable. Special meetings of the session may be called by the

moderator, by any two (2) or more active ruling elders through the moderator who shall convene the session when so requested, or by the Presbytery of the Twin Cities Area. A joint meeting of the session and board of deacons shall be held at least once a year.

Section 10. Rules of Order The meetings of the session shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised* except when it is in contradiction to the Constitution of the Presbyterian Church (U.S.A.), or in accordance with a process of discernment agreed upon by the body prior to a vote.

## **ARTICLE V THE BOARD OF DEACONS**

Section 1. Number The board of deacons shall be comprised of fifteen (15) persons divided into three (3) classes. The teaching elder(s) shall be advisory members.

Section 2. Election and Terms One class shall be elected each year at the annual meeting or a special congregational meeting called for the purpose of electing officers. Terms shall be for three (3) years. Deacons who have served for a full term shall be eligible to be elected for one additional consecutive full term. A deacon who has served for two (2) consecutive full terms is ineligible for election to the same board for at least one year. (G-2.0404)

Section 3. Qualifications Men and women who are on the active roll of the church are eligible to election to the deacon's board. They should be persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment. (G-2.0201)

Section 4. Powers, General. As the whole church is under the jurisdiction of the session, the board of deacons shall be under its supervision and authority. (G2.0202). The duties of the board of deacons shall be those delegated to them in the Book of Order of the Presbyterian Church (U.S.A.).

Section 5. Powers, Specific The board of deacons is especially charged with visitation of those who are sick, in need, or in distress, extending within its limitations such assistance as may be urgently needed, promoting social welfare and Christian fellowship of the congregation, and doing such other tasks as may be directed by session. Deacons may be invited by the session to distribute the elements of the Lord's Supper.

Section 6. Meetings The board of deacons shall hold meetings at least quarterly according to a standing rule adopted by the deacons. Such meetings shall be held in the church edifice unless by majority vote another place is deemed advisable. Special meetings may be called by the pastor/teaching elder, by any two (2) currently serving deacons through the pastor/teaching elder who shall convene the meeting, or by session. A joint meeting of the session and board of deacons shall be held at least annually to confer on matters of common interest, with the moderator of session presiding.

Section 7. Quorum A quorum shall consist of one-third (1/3) of the members of the current board of deacons.

**ARTICLE VI  
AMENDMENTS**

These bylaws may be amended subject to the Articles of Incorporation, the laws and statutes of the State of Minnesota, and the Constitution of the Presbyterian Church (U.S.A.) at any annual meeting of the corporation, or at any special meeting called for the purpose, by two-thirds (2/3) vote of those present and voting.

**ARTICLE VII  
EFFECTIVE DATE**

These bylaws shall become effective upon adoption by the congregation at a meeting called for that purpose by two-thirds (2/3) vote of those present and voting.

Date of adoption: December 2, 1990  
Date of Amendment: January 31, 1999  
Date of Amendment: August 30, 2009  
Date of Amendment: \_\_\_\_\_