

Bylaws of Woodhaven Presbyterian Church

I. Statement of Purpose or Mission

The Presbyterian Church of Woodhaven Presbyterian has been called by God and organized to proclaim the good news of Jesus Christ, to minister to the needs of members of the congregation and residents of the community, and to promote peace and justice in the world. \

II. Relation to the Presbyterian Church (U.S.A.)

The Woodhaven Presbyterian Church is a member church of Grace Presbytery in the Synod of the Sun of the Presbyterian Church (U.S.A.).

III. Governance of the Church

This church shall be governed in accordance with the *Constitution of the Presbyterian Church (U.S.A.)*. Consistent with that *Constitution*, these bylaws shall provide specific guidance for this church. *Roberts Rules of Order (Newly Revised)* shall be used for parliamentary guidance.

IV. Meetings of the Church

There shall be an annual meeting of the congregation on the second Sunday in February, at which at least the following business shall be presented: annual reports from organizations and the session (information only), financial report for the preceding year, budget for the current year (information only), changes in the terms of call for the pastor(s), nominating committee report for church officers (G-1.0501), electing members to serve on the nominating committee. Special meetings may be called by the session. Such calls shall state clearly the purpose of such special meetings, and business shall be restricted to that which is specified in the call. (G-1.0501)

V. Notice of Meetings

Adequate public notice of all congregational meetings shall be given, including notice given at regular services of worship prior to the meeting. Written notice shall be published in the worship bulletin for at least two regular services immediately prior to the congregational meeting. (G-1.0502)

VI. Moderator

The pastor shall moderate the meetings. If there are co-pastors, they shall alternately preside at meetings. When the church is without a pastor, the moderator appointed by the presbytery shall preside. If it is impractical for the pastor or the moderator of the session appointed by the presbytery to preside, he or she shall invite, with the concurrence of the session, another minister of the presbytery to preside. When this is not expedient, and when both the pastor or the moderator concur, a member of the session may be invited to preside. (G-1.0504) 2

VII. Secretary

The clerk of session shall serve as secretary. If the clerk is not present or is unable to serve, the assistant clerk shall serve as secretary. If neither the clerk nor the assistant clerk is present or unable to serve, the congregation shall elect a secretary.

VIII. Minutes of the Meeting

The minutes of the meeting recorded by the secretary shall be attested by the moderator and the secretary, recorded in the minute book of the session. (G-1.0505)

IX. Quorum for the Meeting

The quorum of a meeting of the congregation shall be one-tenth of the active members on Woodhaven's membership rolls. The secretary shall determine that a quorum is present. All active members of the congregation present at either annual or special meetings are entitled to vote. (G-1.0501. Consistent with the laws of the state of Texas, voting by proxy is not allowed.

X. Incorporation

In accordance with the laws of the state of Texas, the congregation shall cause a corporation to be formed. Consistent with the laws of this state, both ecclesiastical and corporate business may be conducted at the same meeting of the congregation. (G-1.0503). Since the pastor or moderator is not a member of the corporation, consistent with Article VI, a member of the session shall be invited to moderate the meeting when corporate matters appear on the agenda. The elders serving on the session shall serve at the same time as trustees.

XI. Nominating Committee (See G-2.0401)

The congregation shall form a nominating committee in the following manner:

- (1) There shall be five active members on the nominating committee.
- (2) One of the members shall be ruling elder who is currently serving on the session.
- (3) One of the members shall be the clerk of the session who will serve as moderator of the committee.
- (4) Three of the members shall be active members of the congregation who are not currently serving on the session. These representatives from the congregation shall be divided into three equal classes, one class of whom shall be elected each year at the annual meeting for a three-year term. No representative from the congregation shall serve for consecutive terms, either full or partial, aggregating more than three years. A representative from the congregation having served a total of three consecutive years shall be ineligible for reelection to the nominating committee as a representative of the congregation for a period of at least one year.
- (5) The pastor shall be a member ex officio and without vote.
- (6) Full opportunity shall always be given to the congregation for nomination from the floor of the congregational meeting by any active member of the congregation.
- (7) A majority of all active members present and voting shall be required to elect.

XII. Elders

The congregation shall elect no more than twelve elders divided into three equal classes, one class of whom shall be elected each year at the annual meeting for a three-year term. In addition, one elder representing the youth may be elected to a one-year term. No elder shall serve for 3

consecutive terms, either full or partial, aggregating more than six years. An elder having served a total of six years shall be ineligible for reelection to the session for a period of at least one year. The session, at its annual retreat in June, shall elect an elder to serve as clerk and shall form such committees as necessary to carry out its work. At that same meeting of the session, the session shall annually elect a treasurer. A quorum for the session shall be the pastor or other presiding officer and one third of the elders.

XIII. Vacancies

Vacancies on the session may be filled at a special meeting of the congregation or at the annual meeting, as the session may determine.

XIV. Amendments

These bylaws may be amended subject to the Articles of Incorporation, the laws of the state of Texas and the *Constitution of the Presbyterian Church (U.S.A.)* by a two-thirds vote of the voters present, providing that the proposed changes in printed form shall have been distributed at the same time as the call of the meeting at which the changes are voted upon.

**Approved by the Woodhaven Congregation
February 14, 2016**