

BYLAWS  
For  
The Lake City Presbyterian Church

Whereas, The Lake City Presbyterian Church is a church and congregation of the Presbytery of Seattle, Synod of Alaska-Northwest, The Presbyterian Church (U.S.A.), located at Seattle, Washington, existing since being founded by the Presbytery of Seattle for the purpose of work and worship according to the Christian faith, doctrine, discipline and usages of the said church and denomination; and

Whereas, The Lake City Presbyterian Church is a nonprofit corporation, originally chartered by the State of Washington under the name, style and title of the Trustees of the Presbyterian Congregation of The Lake City Presbyterian Church; and

Whereas, it is the desire, purpose and intention of said church and said corporation to operate and be governed as one body as provided in The Constitution of the Presbyterian church (U.S.A.) under one set of bylaws;

Therefore, the following bylaws for the said church and corporation are hereby adopted. These bylaws are an extension and amplification of portions of the Constitution, Presbyterian Church (U.S.A.), Part II, Book of Order, 2000-2001, to which references are included herein parenthetically. In cases of conflict between these bylaws and the Book of Order, the latter shall take precedence.

1. The Lake City Presbyterian Church, being a particular congregation of the Presbyterian Church (U.S.A.), recognizes that the Constitution of the said Presbyterian Church (U.S.A.) is in all its provisions obligatory upon it and its members.
2. The Lake City Presbyterian Church, as a corporation, is subject to the Constitution and laws of the State of Washington.
3. The term "church", as used herein to refer to The Lake City Presbyterian Church, shall be understood to include the terms "congregation" and "corporation" unless otherwise specified herein.
4. MEMBERS
  - a. The members of the church shall be as defined in the Book of Order. (G-5.0202; S-4.0100)
  - b. Only active members in good and regular standing of the church, and no others, shall be eligible to vote at all stated and special meetings of the church. (G-7.0301)

5. MEETINGS

The congregation shall hold annual meetings and may hold special meetings as necessary. The time and place of such meetings shall be determined by the Session. (G-7.0302)

- a. Annual Meetings

Congregational meetings shall be held annually to:

- (1) Elect elders and deacons;
- (2) Review and receive the budget for the following year;
- (3) Review and act upon any changes in the terms of the call(s) to the pastor(s) upon report of the prior review by the Session (G-10.0102);
- (4) Transact other business as is appropriate. (G-7.0304)

b. Special Meetings

Special meetings of the church may be called by the Session or by the Presbytery of Seattle. The purpose of all special meetings shall be clearly stated in the call of such meetings, and no other matter except that specified in the call may be considered.

c. Notice of Meetings

No meeting of the church shall be convened until public notice of the time, place and purpose of the meeting shall have been given on at least two consecutive Sundays immediately prior thereto.

d. Quorum

A quorum for the transaction of business at a meeting of the church shall consist of the moderator, the clerk and such members as required by the Book of Order. (G-7.0305)

e. Order and Procedure

All meetings of the church shall be opened and closed with prayer. Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order except in those cases where the Book of Order provides otherwise. (G-9.0302)

f. Voting

All voting shall be in person.

g. Presiding Officer

- (1) Ordinarily, the pastor shall be the moderator of all meetings of the congregation. When there are co-pastors, they shall alternately preside at meetings. When the church is without a pastor, a moderator appointed by the presbytery shall preside. If impractical for either to preside, he or she shall invite another minister of the presbytery to preside provided prior concurrence of the Session has been obtained. (G-7.0306)

- (2) On questions dealing with property or other matters properly the business of the corporation, the president of the board of trustees shall preside. (See paragraph 8.B.) In the event of the president's inability to serve, a temporary chairperson shall be elected from those trustees present, with the moderator presiding for the purpose of that election.

h. Secretary of Meetings

The Clerk of Session shall be the secretary of all meetings of the church. In the event of inability to serve, the congregation shall elect a secretary. (G-7.0307)

6. ELECTION OF PASTOR OR ASSOCIATE PASTOR

In the event of vacancy in the office of pastor or associate pastor, acting in accordance with the Form of Government of the Presbyterian Church (U.S.A.), the Session shall call a congregational meeting to convene at the regular place of worship to elect a nominating committee for pastor or associate pastor, representative of the whole congregation, whose duty it shall be to nominate a minister to the congregation for election as pastor or associate pastor. The committee shall proceed in accordance with the Form of Government of the Presbyterian Church (U.S.A.) and these bylaws. (G-14.0501; G-14.0502)

7. NOMINATING COMMITTEE

A church-wide nominating committee shall be formed annually. Two elders shall be designated by the Session, one of whom shall be a ruling elder designated as moderator. One member shall be designated by and from the Board of Deacons. Other members shall be chosen by the congregation. None of these other members may be in active service in the Session. These other members also shall be in sufficient number to constitute a majority of the committee. The pastor shall serve as an ex officio member without vote. The committee shall serve for at least one calendar year but no member shall serve more than three years consecutively.

The nominating committee shall present at an annual meeting nominations of eligible candidates for each office to be filled in the Session and the Board of Deacons. The committee also shall present names of eligible persons for election at a special meeting of the church whenever interim vacancies occur in the Session or the Board of Deacons.

In addition to committee nominations, qualified persons for elective office may be nominated from the floor by any eligible member of the congregation present. Each nominee must give prior agreement to serve if nominated. (G-14.0201.b and G-14.0201.d)

8. THE SESSION

a. Composition

The Session shall consist of the pastor or co-pastors, the associate pastors, and elders who have been duly elected to, and are currently serving, a term of active service. (G-10.0101)

Effective with the Class of 1988, there shall be elected a class of five elders each year until a total of fifteen elders is reached by the Class of 1990. A total of fifteen elders, divided into three classes of five elders each shall be maintained thereafter. No elder or deacon on a board of deacons shall be elected for a term of more than three years, nor shall an elder or deacon on a board of deacons serve for consecutive terms, either full or partial, aggregating more than six years. An elder or deacon having served a total of six years shall be ineligible for reelection to the same board for a period of at least one year. (G-14.0201a)

### Duties and Powers

The session, being responsible for the mission and government of the church, has the responsibilities and power as specifically set forth in the Book of Order, Chapter X, The Session, paragraph G-10.0102. Each elder is required to be fully cognizant of the responsibilities set forth therein.

The Session shall hold regularly scheduled meetings. One third of the elders, with the moderator, shall constitute a quorum for any duly-called meeting of the Session except for the reception or dismissal of members when the quorum shall be the moderator and two members of the Session. (G.10.0201 and G-10.0202)

The pastor shall be moderator of the Session and has authority to convene the Session when judged necessary and shall do so when requested in writing by any two Session members. When for prudent reasons it may appear advisable that some other minister should be invited to preside, the moderator shall, with the concurrence of the Session, invite another minister belonging to the same presbytery to preside. In the case of the sickness or absence of the moderator the same expedient may be adopted; or the Session, the approval of the moderator first having been obtained, may convene and elect one of its own members to preside, except in cases involved in judicial process, when a minister of the same presbytery shall preside. (G-9.0202 and G-10.0103)

The Clerk of Session shall be chosen by the Session from the elders in the congregation for a term of service to be determined by the Session. (G-9.0203)

The full administrative responsibility of the church, both spiritual and corporate, shall be the responsibility of the Session. In fulfillment of its corporate responsibilities a board of trustees shall be formed consisting of all the elders on the Session, and shall have all powers and duties prescribed to trustees, and in all civil matters, shall be governed by the laws of The Lake City Presbyterian Church of Seattle, King County, Washington, which are incorporated herein by reference. The Session shall annually elect one of its members, other than the Clerk of Session or moderator, to serve as president of the board of trustees. The Clerk of Session shall be the secretary of the board of trustees. The president and secretary of the board of trustees shall have all the powers and duties, granted and implied, as the president and secretary of the nonprofit corporation, under the laws of the State of Washington. A quorum for the transaction of the business of the board of trustees shall be one-third of the members of the board. (G-7.0400)

The officers of the corporation shall be the president and secretary of the board of trustees and the church treasurer. The trustees may at any time elect a vice-president, who shall have all of the powers and authority of the president to act in case of his or her absence or disability.

All deeds, mortgages, notes and other contracts or instruments binding upon the corporation shall be signed by the president, with that title.

The financial records shall be reviewed annually by at least two persons, one who is versed in accounting and one who is a member of the Lake City Presbyterian Church Stewardship department. (G-10.0400)

#### 9. THE BOARD OF DEACONS

Under the supervision and authority of the Session, deacons shall be organized as a Board, of which the pastor(s) shall be advisory members. The Board shall elect a moderator and a secretary from among its members. The Board shall determine its own quorum. The responsibilities of deacons are as set forth in the Book of Order, paragraph G-6.0402. Each deacon is required to be fully cognizant of the responsibilities set forth therein. (G-6.0400)

The Board of Deacons shall consist of eighteen deacons, divided into three classes of six deacons each. One class shall be elected each year at the annual meeting of the church, for a term of three years. No elder or deacon on a board of deacons shall be elected for a term of more than three years, nor shall an elder or deacon on a board of deacons serve for consecutive terms, either full or partial, aggregating more than six years. An elder or deacon having served a total of six years shall be ineligible for reelection to the same board for a period of at least one year. (G-14.0201 a)

#### 10. TREASURER

A treasurer shall be appointed annually by the Session. The treasurer shall receive, from the financial secretary, the funds and offerings of the church, and shall keep account of sources and designations of all funds received. The treasurer shall disburse funds as directed and duly authorized, and shall keep records of disbursements, taxes withheld from salaries, and taxes paid.

The treasurer shall keep account of all trust funds and other resources of the corporation, depositing all important papers and documents in a bank safe deposit box, to which the treasurer, the Clerk of Session, and the president of the board of trustees shall have access.

The treasurer shall monthly prepare a written report to the Session, and shall prepare for distribution a complete financial report to the corporation at the close of each calendar year.

#### 11. FINANCIAL SECRETARY

The church shall employ a financial secretary.

The Financial secretary shall receive and record all information essential to the keeping of accurate records of the pledges and contributions and offerings received, showing the

objects and amounts thereof. Funds shall be promptly transferred, remitted or deposited to the account of the church treasurer. Only the Financial Secretary shall have access to giving records. All these records shall remain confidential.

## 12. VACANCIES

Vacancies on the Session or Board of Deacons shall be filled by election at a special or annual stated meeting of the church. Vacancies in other offices of the church, exclusive of that of pastor or associate pastor, may be filled temporarily by the Session until the next stated meeting of the church.

## 13. OFFICERS OF ORGANIZATIONS

Unless specifically exempted by the Session, each officer of each board or organization of the church, elected subsequent to the adoption of these bylaws, shall be a member of the church in good standing, with the exception of pastors who are members of the Presbytery of Seattle.

## 14. SALARIES OR COMPENSATION

The Session shall determine what salaries or compensation shall be paid to any officer or employee, except that the salaries or other compensations of the pastors shall be reviewed with the pastors annually, and shall at all times be approved by the congregation, with the concurrence of the Presbytery of Seattle. The Session shall annually review the adequacy of compensation for non-ordained staff. (G-10.0102n)

## 15. OPERATING BUDGET

At the annual meeting, an operating budget recommended by the Session for the ensuing year shall be presented for proper consideration and receipt. The receipt of such a budget shall be considered sufficient authorization for the disbursement of funds under the direction of the Session. The budget may be changed by the Session and presented for receipt at an annual meeting, or at any other duly-called meeting of the congregation, providing that purpose shall have been announced in the call of that meeting.

## 16. FISCAL YEAR

The fiscal year of the church shall be the calendar year.

## 17. AMENDMENTS

These bylaws may be amended, subject to the articles of incorporation, the Constitution and laws of the State of Washington, and the Constitution of the Presbyterian Church (U.S.A.). Such amendments may be made at any annual meeting or at any special meeting called for the purpose, by a two-thirds vote of the eligible voters present, provided that a full reading of the proposed changes shall be made, or a printed or duplicated copy of the same shall be made available for inspection at the church office, in connection with the call of the meeting:

18. ENABLING PROVISIONS

These bylaws, as amended, are effective at the moment of adoption and all previous versions are thereby cancelled and superseded.

Each officer in the position of elder, trustee, deacon, financial secretary and treasurer, at the time of the adoption of these bylaws, shall continue to serve in that capacity until a successor shall have been duly installed.

(April, 1975)

(Amended December, 1977)

(Amended November, 1978)

(Amended April, 1986)

(Amended November, 2001)