

CONSTITUTIONAL BYLAWS OF HANNA CITY PRESBYTERIAN CHURCH

ARTICLE 1: NAME

Hanna City Presbyterian Church, a member of the Presbyterian Church in America (“This Church”).

ARTICLE 2: PURPOSE

The purpose of This Church is to honor and glorify God together by being faithful to the scriptures in our preaching and our practice, true to the reformed faith in our discipleship, and obedient to the great commission in our desire to lead the lost into a saving knowledge of Jesus Christ.

ARTICLE 3: GOVERNMENT & AFFILIATION

This Church accepts and is ruled by the scriptural form of church government, which is presbyterian or representative. This Church is a member of the Presbyterian Church in America (“PCA”) and recognizes the governing authority of the PCA’s constitution, which is subject to and subordinate to the Scriptures of the Old and New Testaments, the inerrant Word of God. The PCA Constitution consists of the *Westminster Confession of Faith and Catechisms*, and the *Book of Church Order* (“BCO”).

ARTICLE 4: DOCTRINAL STATEMENT

The doctrinal statement of This Church is the *Westminster Confession of Faith and Catechisms* as adopted by the Presbyterian Church in America (BCO Preface, III).

ARTICLE 5: MEMBERSHIP

The membership of This Church shall consist of non-communing members (BCO 6-1), communing members (BCO 6-2), and associate members (BCO 46-4). All communing members shall also be members of the corporation (BCO 25-7).

ARTICLE 6: CHURCH OFFICERS

The officers of This Church shall be elders and deacons (BCO 7-2):

A. Elders. Elders are charged with the spiritual welfare of the church (BCO 8 and 12).

B. Deacons. Deacons are charged with the physical welfare of the church body and the property of the congregation (BCO 9).

ARTICLE 7: CORPORATE OFFICERS

The officers of the corporation shall be trustees (BCO 25-7):

A. Board of Trustees. The Board of Trustees are empowered to carry out the direction of the corporation concerning the financial and real estate business of the corporation. Trustees shall be elected to one-year terms at the annual corporate meeting.

B. Composition. The Board of Trustees shall be composed of the Clerk of Session, the Chair of ~~the~~ Board of Deacons, and the Church Treasurer.

C. Board Officers. There shall be a President, Treasurer, and Secretary on the Board of Trustees. There shall be only one of each officer on the Board of Trustees at a time.

The President is responsible for calling and presiding over all meetings of the Board of Trustees and communicating on behalf of the Board of Trustees.

The Treasurer is responsible for counting all offerings, paying all bills, providing financial reporting as required by the Session, and preparing an annual financial report to be presented at the annual corporate meeting. The Treasurer shall serve as the registered agent for the corporation.

The Secretary is responsible for managing corporate records (including corporate meeting records and Board of Trustee meeting records).

D. Meetings. ~~The Board of~~ Trustees shall meet at least annually but may meet more frequently as required to carry out corporate business.

ARTICLE 8: TEACHING ELDERS

A. Duties and Qualifications. The duties and qualifications of Teaching Elders (or "Pastors") shall be in accordance with BCO 8. ~~And the~~ The mechanics of calling and ~~dismissal~~ dismissing Pastors shall be in accordance with BCO 19 through BCO 23.

B. Call and Dismissal. A two-thirds (2/3) vote of those present and voting at a duly called meeting of the congregation is required to call or dismiss a pastor.

ARTICLE 9: CONGREGATIONAL & CORPORATE MEETINGS

A. Meeting Purpose. Congregational meetings are held to elect church officers, to call or dismiss pastors, to receive reports on the activities of the church (from church officers, discipleship ministries, and other committees), and other business as needed.

Corporate meetings are held to elect corporate officers, to receive reports from corporate officers (including church financial statements & budgets), to approve expenditures for major property improvements, to approve the purchase or sale of land, and other business as needed.

B. Annual Meetings. The annual congregational meeting and annual corporate meeting shall be on the first Sunday of February following the close of the fiscal year on December 31st unless ordered otherwise by the Session.

C. Meeting Notice. Notice of all congregational and corporate meetings shall be read from the pulpit by ~~the Clerk~~ a member of the Session on two Sunday mornings preceding the meeting.

D. Quorum. A quorum of voters shall be at least 25 percent of communing membership. All communing members in good standing are entitled to vote.

E. Mechanics. The mechanics of all congregational meetings and corporate meetings shall be according to BCO 25.

F. Order. Any parliamentary question not covered by these constitutional bylaws shall be decided by the latest edition of *Robert's Rules of Order*.

G. Voting. A majority of those present and voting shall be necessary for any action taken unless otherwise noted in these constitutional bylaws or required by law. All voting on nominations and elections shall be by secret ballot. When nominees are unopposed, the moderator may take a voice vote, or may declare that the nominee is elected by unanimous consent or "acclamation."

ARTICLE 10: Miscellaneous Provisions

A. Church Committees. The Session and the Board of Deacons may appoint standing and special committees within their respective areas of oversight as they deem necessary to carry on This Church's programs.

B. Church Policies. Any guidelines not in these bylaws needed for the day-to-day operations of this Church's ministries shall be in the form of policies approved by the Session. Such policies ~~may~~ shall not be out of accord with these bylaws, the BCO, or the fundamentals of our doctrinal standards.

C. Policy & Procedures Manual. The Session shall keep a manual that includes all official policies of This Church and information on the committees and positions of This Church (including their responsibilities and any documented procedures they follow) not included in these bylaws. A print copy of the Policy & Procedures Manual shall be placed on file in the church office and made available upon request.

D. PCA Constitution. A current edition of the *PCA Book of Church Order* and the *Westminster Confession of Faith and Catechisms* as adopted by the PCA shall be placed on file in the church office and made available upon request.

ARTICLE 11: DISSOLUTION

A. Dissolution. Corporate dissolution must first be approved by a two-thirds (2/3) vote of the Session of This Church at a special meeting called for that purpose, with appropriate notice given in writing. After approval by the Session, the membership of the corporation must then approve dissolution by majority vote at a specially called corporate meeting. The Board of Trustees may cease corporate activities and dissolve and liquidate the corporation only after the required approval by the Session and the membership of the corporation.

B. Liquidation. Upon dissolution of the corporation, the Board of Trustees shall pay or make provision for the payment of all of the liabilities of the corporation from its assets. The Board of Trustees shall then transfer any remaining assets lawfully available for distribution to one or more organizations qualifying as an exempt organization under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future internal revenue law) as the Board of Trustees shall determine.

C. Contingent Provision. If any assets are not so disposed of, the local presbytery of the PCA shall dispose of such assets as the presbytery shall determine.

ARTICLE 12: AMENDMENTS

These constitutional bylaws can be amended:

- A.** By a two-thirds (2/3) vote of those present and voting.
- B.** At each of two duly called consecutive meetings of the congregation, which are not less than two weeks apart.
- C.** Only after the proposed amendment has been announced from the pulpit for two consecutive weeks before the first congregational meeting.
- D.** The changes must be posted in the church before the first congregational meeting.