

BY-LAWS

WESTMINSTER PRESBYTERIAN CHURCH (U.S.A.)

ANACORTES, WASHINGTON

ARTICLE I. PREAMBLE

The Congregation of the Westminster Presbyterian Church (U.S.A.), Anacortes, Washington, grateful to God for the peace and prosperity vouchsafed to them since their organization, does hereby enact the following By-Laws for its government.

ARTICLE II. ECCLESIASTICAL AFFILIATION

SECTION 1. The Congregation is affiliated, through its Session, with the Presbytery of North Puget Sound, the Synod of Alaska-Northwest, and the General Assembly of the Presbyterian Church (U.S.A.). The Constitution (Book of Order) of said Church is, in all its provisions, obligatory upon it and its members.

SECTION 2. As a legal corporate body, designated as the WESTMINSTER PRESBYTERIAN CHURCH (U.S.A.), ANACORTES, this Congregation recognizes the Articles of Incorporation adopted and filed in conformity with the laws of the State of Washington.

ARTICLE III. MEMBERSHIP

Membership in this Congregation includes all who are joined to Christ through baptism, profess faith in him, participate in the fellowship of the Lord's Supper, and through their commissioning accept responsibility for mission and governance in this church.

ARTICLE IV. ORGANIZATION – THE SESSION

SECTION 1. All of the administrative responsibilities, both spiritual and corporate, shall be lodged in one body, which shall be the Session. This body shall also be known as the Trustees of the Corporation.

SECTION 2. The Session shall consist of the elected active Elders of the church, nine (9) in number, presided over by a Moderator, who shall ordinarily be the Pastor of this church.

SECTION 3. The Elders, in active service, also designated as trustees, shall be divided into three equal classes, one class to be elected during the last quarter of each year for a three-year term, in conformity with the provisions and requirements of the Book of Order.

SECTION 4. Vacancies occurring on the Session may be filled at a special meeting of the Congregation or at an annual meeting, as the Session may determine.

SECTION 5. Regular meetings of the Session shall ordinarily be held monthly, with time and place designated by the Moderator. Such special meetings as are necessary shall be called and held in conformity with the requirements of the Book of Order.

SECTION 6. A quorum for Session meetings shall consist of the Moderator and one-third of the Elders in active service.

SECTION 7. A Clerk of Session shall be designated annually, with the concurrence of the Elders. It shall be the duty of the Clerk to keep a record of the proceedings of the Session, to present the minutes annually for examination by Presbytery, to receive or sign letters of dismissal of church members from or to other evangelical churches, to conduct the correspondence of the Session, to act as clerk at all meetings of the Congregation, to prepare for the Session the annual statistical report of the Presbytery, and to perform such other duties as are provided for in the Book of Order.

ARTICLE V. OFFICERS AND TRUSTEES

SECTION 1. The Session shall elect a President, Vice President, and a Secretary of the Corporation. The officers shall have general management of the Corporation under the jurisdiction and guidance of the Session.

SECTION 2. Any two of the elected corporate officers shall execute all official documents of the Corporation including contracts, deeds, conveyances, and mortgages. A quorum for the transaction of such business shall be a majority of the Elders then in office.

SECTION 3. The Vice-President shall, in the absence or incapacity of the President, perform the duties of the office.

SECTION 4. The Secretary of the Corporation shall keep the minutes of all meetings. He/She shall attend to the giving and serving of all notices of the Corporation and shall perform all such other duties as are incident to this office or may be required by the Session.

SECTION 5. At meetings of the Corporation the President shall preside and the Secretary shall take the minutes. When the President, Vice-President, or Secretary are unable to attend, the Session shall designate a chairperson or secretary in their stead.

SECTION 6. The Session shall appoint a Treasurer annually. The Treasurer shall be an ex-officio member of the Stewardship Committee of the Session and shall keep regular books of account and shall submit them, together with all other records and papers, to the Session at any meeting when required to do so. The Treasurer shall perform all such other duties as are incident to this office or as may be required by the Session.

SECTION 7. The Session shall appoint a church Stewardship Secretary annually. The Stewardship Secretary shall maintain records of members' pledges and contributions and shall be, ex-officio, a member of the Stewardship Committee.

SECTION 8. Financial management shall be administered in accordance with Session approved Accounting/Financial Policies that define the appropriate accounting framework, records and reports, budget procedures, segregation of financial duties/authorities, stewardship financial procedures, Staff compensation procedures, annual financial reviews and other appropriate financial and accounting policies.

SECTION 9. The Stewardship Committee as directed by the Session shall prepare an annual report for presentation to the Congregation at the annual meeting of the Congregation, showing the receipts and disbursements for the previous calendar year. They shall report on the status of the debts of the Corporation and the condition of all real and personal property. Said report shall contain an accounting of any restricted funds of the Congregation.

SECTION 10. The general duties of the Session shall be those outlined in the Book of Order, Chapter XI, with responsibilities including, but not limited to, the spiritual oversight of the members and organizations of the church, the authority with the Pastor for the worship of the Congregation, the reception and dismissal of members, the appointment of Commissioners to the higher government bodies of the Church and the submission of the annual statistical report to Presbytery. The Session shall prepare an annual budget for the church for presentation at the annual Congregational meeting, shall raise, receive and disburse the monies of the Congregation relating to the budget and shall submit an annual financial statement. The Session shall have the authority to make changes in the current expenses of the annual budget should circumstances necessitate. It shall be the duty of the Session, through the Stewardship Committee, to provide for an annual audit and such other audits of the books of the Treasurer and Treasurers of the boards and organizations of the church as it may deem necessary. All real and personal property belonging to the church shall be under the immediate management and controls of the Session. Said property shall be used only at such times and in such manner and for such purposes as are approved by the Session. The Session shall authorize the employment of church staff as it may deem necessary and shall determine and authorize compensation therefore.

SECTION 11. To facilitate its work the Session shall establish committees comprised of church members and other church attendees. The Committees shall be accountable to Session through Chairpersons, who are regular attendees of the Westminster Presbyterian Church; membership is not required. These Chairpersons will be nominated by the Nominating Committee, and approved by Session. Committee Chairs will be divided into three equal classes, one class to be approved during the last quarter of each year for a three-year term.

ARTICLE VI. ORGANIZATION – BOARD OF DEACONS

SECTION 1. A Board of Deacons, in active service, consisting of twelve (12) members elected by the Congregation, shall be constituted to perform the ministry of sympathy and service as enumerated in the Book of Order.

SECTION 2. The twelve Deacons in active service shall be divided into three equal classes, one class to be elected each year at the meeting of the Congregation in the last quarter of the year for a three-year term, in conformity with the provisions and requirements of the Book of Order.

SECTION 3. The twelve Deacons shall elect a Moderator, Vice-Moderator, Secretary, and Treasurer.

SECTION 4. A quorum of the Board of Deacons shall consist of one-third of the Deacons in active service.

ARTICLE VII. ELECTIONS

There shall be a representative nominating committee chosen in accordance with the Book or Order. The committee shall bring to the meeting of the Congregation in the last quarter of the year the nomination of one eligible person only for each office to be filled. Additional nominations of qualified persons may be made from the floor by any eligible voter, with the prior consent of the person to be nominated.

ARTICLE VIII. GENERAL PROVISIONS

SECTION 1. Groups may be organized within the church for the purpose of providing Christian fellowship and furthering the work of the church. Approval of the Session shall be requisite to the organization and sponsorship of any group, and all such activities shall be accountable to the Session either directly or indirectly through an assigned committee.

SECTION 2. The Pastor is an ex-officio member of all committees and organizations of the church.

SECTION 3. Personnel management shall be administered in accordance with a Session approved Human Resources Policy comprised of, but not limited to, hiring policies, compliance with regulatory requirements, appraisal procedures, compensation and benefits, position descriptions, probationary period, grievance procedure, jury duty, termination and supervisory responsibilities.

ARTICLE IX. MEETINGS OF THE CONGREGATION

SECTION 1. There shall be an annual meeting of the Congregation and the Corporation in the church building in the month of January for the transaction of any business properly coming before such meeting, including the election of the members-at-large of the church nominating committee. A meeting of the Congregation shall be held in the last quarter of the year for the purpose of electing Elders and Deacons and voting on the changes of the Pastor's Terms of Call.

SECTION 2. Special meetings may be called by the Session or the Presbytery. Such calls shall state clearly the purpose of such special meeting, and no other matter save that specified in the call may be considered.

SECTION 3. Public notice of the time, place, and purpose of all meetings of the Congregation shall be given from the pulpit on the two successive Sundays prior to the meeting.

SECTION 4. The Pastor shall preside at meetings of the Congregation. If the church is without a called Pastor, or if the Pastor and the Session agree that the subjects to be discussed require it, or if the Pastor is ill or is otherwise unable to be present, a minister of North Puget Sound Presbytery shall be invited by the Session to preside. This invitation shall be cleared through the Committee on Ministry of the Presbytery of North Puget Sound.

SECTION 5. The Clerk of the Session shall be secretary of the meetings of the Congregation. If the Clerk is unable to attend, the Session shall designate a secretary in his or her stead.

SECTION 6. As required by the laws of the State of Washington, only members of full age shall be eligible to vote on questions dealing with property and matters that are strictly the business of the Corporation. Otherwise, all active members of the church are eligible to vote at all stated and special meetings of the Congregation.

SECTION 7. A quorum shall consist of the Moderator and 25 members or one-tenth (1/10) of the eligible voters, whichever is greater.

SECTION 8. The Session shall act as a committee to read and approve the minutes of the meetings of the Congregation and the Corporation.

ARTICLE X. AMENDMENTS

These by-laws may be amended at any regular or special meeting of the Congregation, provided that the amendment(s) to be set out in full in the call for such meeting.