

**Bylaws for the Congregation and Corporation of
Delta Presbyterian Church of Lansing, Michigan
2010
*Preamble***

STATEMENT OF PURPOSE: The purpose of Delta Presbyterian Church is to worship God through Jesus Christ by:

CELEBRATION - Providing opportunities for personal and spiritual growth of members.

STUDY - Providing opportunities for religious education.

CARE - Ministering to individuals and families in time of crisis, sorrow and joy.

SERVICE - Working for a better community and a better world.

The work of Delta, as described in the Statement of Purpose, is carried out by the congregation, standing committees and the Teaching Ministry.

1.00 CONSTITUTIONAL AUTHORITY

1.01 The Delta Presbyterian Church of Lansing, Michigan, is a particular congregation of the Presbyterian Church (U.S.A.).

1.02 The Constitution of the Presbyterian Church (U.S.A.) is, in all of its provisions, obligatory upon the Delta Presbyterian Church and its members.

2.00 CONGREGATION AND CORPORATION MEMBERSHIP

2.01 *The Congregation.* For purposes of these bylaws, the congregation shall include all active members in good and regular standing regardless of age.

2.02 *The Corporation.* For purposes of these bylaws, the corporation shall include all active members in good and regular standing who have attained the age of eighteen (18) years.

3.00 BOARDS AND OFFICERS

3.01 *The Session.* The session shall consist of nine elders elected from the entire congregation, together with the moderator. The session is responsible to fulfill the constitutional requirements of the Book of Order, G-10.0000, and the other responsibilities assigned by these bylaws. The session shall designate committees responsible to it for the purpose of initiating and facilitating the activities of the church. Election to the session shall be as described in Section 5 of these bylaws.

3.02 *The Trustees.* The session shall act as the board of trustees of the corporation. Session members who have attained the age of eighteen years shall be trustees. The duties of the trustees shall be only those delegated to them by the laws of the State of Michigan, the Constitution of the Presbyterian Church (U.S.A.), and by the formal

action of a meeting of this corporation.

3.03 *Meetings.* The session shall have a minimum of ten (10) regular, monthly meetings annually. It shall be the duty of all ruling elders in active service to attend all meetings of the session. For good cause, a ruling elder may resign from the session, with its consent. Active members who are absent, without excuse, from three consecutive regular meetings shall be considered as having resigned from the session. Vacancies on the session shall be filled at a regular or special meeting of the congregation as the session determines.

3.04 *The Moderator.* The pastor called by this congregation shall be the moderator of the session and of the congregation. The moderator may appoint a member of session to preside at session meetings when designated. The moderator of the session and of the congregation shall be a minister appointed by the presbytery when the pastorate is vacant. The moderator may convene meetings of the corporation and board of trustees and preside at those meetings in place of the president of trustees.

3.05 *Clerk of Session.* A clerk of session shall be elected by the session annually and shall be an elder. The clerk of session shall be the clerk of all meetings of the congregation. The clerk of session shall also be the secretary of the board of trustees and of all meetings of the corporation. When the clerk is absent, an acting clerk shall be appointed by the session or moderator.

3.06 *President of Trustees.* The board of trustees shall elect annually a member to be its presiding officer for the meetings of the corporation and board of trustees when the moderator does not assume this responsibility.

3.07 *Financial Secretary.* A financial secretary shall be elected annually by the session and shall have attained the age of eighteen (18) years. The financial secretary shall be responsible for the following duties: a) receipt and deposit of all funds; b) maintenance of confidential pledge records and other records; c) reports of fund receipts; d) communications related to these matters; and e) providing quarterly statements to pledging members on the status of their pledges. The financial secretary shall be bonded in an amount and manner agreeable to the session.

3.08 *Assistant Financial Secretary.* An assistant financial secretary shall be elected annually by the session to assume the full duties of the financial secretary in the absence of the financial secretary. The assistant financial secretary shall meet all of the qualifications of the financial secretary.

3.09 *Treasurer.* A treasurer shall be elected annually by the session and shall be chief financial officer of the congregation, and a member of any committee relating to finance established by the church. The treasurer shall be responsible for investment and disbursement of monies as directed by action of the session, and maintain all financial records and monthly reports relating to all transactions as are deemed necessary by the Finance Committee and approved by the session. The treasurer shall be bonded in an amount and manner agreeable to the session.

3.10 *Assistant Treasurer.* An assistant treasurer shall be elected annually by the session to assume the full duties of the treasurer in the absence of the treasurer. The assistant treasurer shall meet all the qualifications of the treasurer.

3.11 *The Board of Deacons.* The board of deacons shall consist of nine deacons elected from the entire congregation. The pastor shall be an advisory member of the board of deacons. The board of deacons is responsible to fulfill the constitutional requirements in *Book of Order*, G-6.0402, and other responsibilities assigned by session. The board of deacons, at its first meeting of the calendar year, shall elect a moderator and a secretary from its members and form such committees as necessary to carry out its work. Election to the board of deacons shall be as described in Section 5 of these bylaws.

4.00 MEETINGS OF THE CONGREGATION AND CORPORATION

4.01 *Annual Meeting:* The annual meeting of the congregation and corporation of the church shall be held during the first quarter as called by the session. At such meeting, the congregation shall: elect members of the congregation to the Nominating Committee, and shall receive a) the pastor's report on the progress of the church; b) the clerk's statistical report; c) the treasurer's report, including a statement of income and expenditures as compared to the budget, a balance sheet and a statement of trust and other special funds; and d) the reports of various committees and organizations. Any or all of the terms of call for the pastor shall be approved at this meeting, as required by the Book of Order, G-2.0804 (Terms of Call).

4.02 *Fall Meeting:* The congregation shall meet during October or November of each year on a date determined by the session. At such meeting, the congregation shall: approve all or any part of the Terms of Call for the pastor as may be required, and elect elders to session and deacons to the board of deacons. The session may, at its option, present the proposed operating budget for the following calendar year for information and discussion.

4.03 *Business Transacted.* At either of the stated meetings, the congregation may, without special provision in the notice, transact any business of the church (whether corporate or ecclesiastical) properly brought before it.

4.04 *Special Meetings.* Special meetings may be called by the session. The session shall call a special meeting when petitioned to do so by thirty members of the congregation or corporation. Such calls shall state clearly the purpose of the meeting, and no other matter than that specified in the call may be considered.

4.05 *Notice of Meetings.* Public notice of the time, place and purpose of all meetings shall be given from the pulpit on the two successive Sundays preceding the day of the meeting.

4.06 *Reports.* Reports requiring action by the congregation or corporation shall be made available at least one week prior to the meeting.

4.07 *Quorum.* The quorum required to conduct business at either a regular or special meeting shall be a minimum of ten percent (10%) of the membership, but no less than twenty-five members for either congregational or corporation meetings.

4.08 *Eligibility to Vote.* At congregational meetings all active members of this church in good and regular standing shall be eligible to vote on any matters of business. At

corporation meetings all members of the corporation as defined in 2.02 *The Corporation* shall be eligible to vote on all matters of the corporation business. Voting by proxy is not allowed.

4.09 *General Rules.* Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except in those cases where the Constitution of the Presbyterian Church (U.S.A.) provides otherwise.

5.00 NOMINATIONS AND ELECTIONS

5.01 *Nominating Committee.* The Nominating Committee shall be composed of active members of this church. Two members of the committee shall be designated by and from the session, one of whom shall be named by the session as moderator. One member of the committee shall be designated by and from the board of deacons. A minimum of four other members of the committee (none of whom may be in active service on the session) shall be elected annually by the congregation. The pastor shall be a non-voting, *ex officio* member of this committee.

5.02 *Nominations.* The nominating committee shall nominate one eligible person for each ruling elder and deacon position to be filled at the Fall meeting, or at a special meeting to fill a vacancy. The Nominating Committee shall meet with nominees and present their qualifications to the congregation prior to the meeting at which the election is held. Additional nominations of qualified persons may be made from the floor by any eligible voter. No person shall be nominated without having indicated a willingness to serve.

5.03 *Election of Elders.* Election to the session shall be by classes under the rotary system. There shall be three classes of three members, each elected for a term of three years. No ruling elder shall serve on the session for more than six consecutive years. The election shall be at the Fall meeting of the congregation, or at a special meeting to fill a vacancy.

5.04 *Election of Deacons.* Election to the board of deacons shall be by classes under the rotary system. There shall be three classes of three members, each elected for a term of three years. No deacon shall serve on the board of deacons for more than six consecutive years. The election shall be at the Fall meeting of the congregation, or at a special meeting to fill a vacancy.

6.00 GENERAL CONTROL OF ACTIVITIES

6.01 Session shall approve a) the formation and activities of all organizations

within this church; and b) the appointment of all officers and teachers of Sunday Church School.

6.02 The board of trustees shall exercise the legal rights to the buildings, grounds and other properties of the corporation.

7.00 FINANCES

7.01 *Fiscal Year.* The fiscal year shall be the calendar year.

7.02 *The Budget.* The session shall adopt an annual budget to be used as a guide for all ordinary fiscal affairs of the church, relating to both current expenses and benevolences, excluding only special accounts. The session, through its appropriate committees, shall be responsible to raise the necessary funds to meet the adopted budget. No member, officer or employee shall incur an expense on behalf of this church, except as provided in the budget adopted by the session, or authorized by the session from specially designated funds.

7.03 *Auditing Committee.* The session shall annually appoint a committee for the purpose of a full financial review, in accordance with *Book of Order* G-10.0401, of all the financial records of the church, including the various organizations of the church. Members of the session or the Finance Committee shall not be appointed to this committee. The report shall be provided to the congregation and shall be submitted to the session no later than one hundred eighty (180) days after the end of the fiscal year.

8.00 AMENDMENTS

8.01 These bylaws, except where mandatory by the Constitution of the Presbyterian Church (U.S.A.) or the laws of the State of Michigan, may be altered or amended at any regular or special meeting of the congregation with two-thirds (2/3) of those present concurring, provided notice of such proposed alterations or amendments shall have been given from the pulpit on the two (2) Sundays preceding the meeting day and published in the church bulletin when feasible. The clerk of session shall provide copies of proposed alterations or amendments upon request.

8.02 Except as otherwise provided, these bylaws and amendments shall become effective immediately upon adoption by the congregation.

Adopted: May 18, 1980

Revised: May 6, 1984; March 17, 1985; August 19, 1985; April 20, 1997; October 11, 1998; October 7, 2001; January 27, 2002; January 29, 2006, September 16, 2007, February 14, 2010; November 18, 2012, February 16, 2016