

**HAMPTON PRESBYTERIAN CHURCH (USA)
BY-LAWS OF THE CONGREGATION
(ECCLESIASTICAL AND CORPORATE)**

**Article 1
Authority of By-laws**

The Hampton Presbyterian Church (USA) incorporated as the Hampton United Presbyterian Church August 16, 1979 (organized on September 10, 1806 and initially incorporated as The United Presbyterian Congregation of Hampton July 13, 1907) is a participating congregation of the Presbyterian Church (USA) and recognizes that the Constitution of said Church is, in all its provisions, obligatory upon it and all its members.

**Article 2
Membership of the Church**

Membership of Hampton Presbyterian Church shall comprise active church members and affiliate church members as defined by the usages and rules of the Presbyterian Church (USA) G-1.04. The Book of Order of the Presbyterian Church (USA) shall determine voting particulars and office holding rights of affiliate members.

**Article 3
Meetings of the Congregation**

Section 1

The congregation and corporation shall meet annually – on a Sunday in December for the purpose of hearing the report of the Budget committee, approving the pastors' terms of call for the coming year, and for the election of officers, electing the Nominating Committee and other business properly coming before the congregation. Notice of the meetings shall be publicized at least ten days and two Sundays prior to the meeting.

Section 2

The following shall be the order of business at all stated ecclesiastical meetings: Calling of meeting to order by the moderator with prayer and devotional exercises, reports of officers, reports of committees, old business, new business, adjournment with prayer and apostolic benediction. Minutes shall be read and approved by a committee of three from the congregation that are appointed by the Moderator or designee. Their action shall appear at the end of the congregational meeting minutes.

Section 3

The pastor will moderate ecclesiastical meetings and the Clerk of Session will be the secretary. The president of the board of trustees will moderate the corporation meeting and the Clerk of Session will be the secretary.

Section 4

All active church members regardless of age are eligible to vote in *both* the ecclesiastical and corporate meetings. Voting by proxy and cumulative voting are not allowed.

Section 5

A quorum shall consist of the moderator, secretary and at least 10% of the current active membership.

Section 6

When not otherwise provided in the Book of Order, Robert's Rules of Order (latest version) shall be used.

**Article 4
Special Meetings**

Special meetings of the congregation may be called by the session, the presbytery or by the Clerk of Session at the written request of one-fourth of the active members (c.f. Book of Order G-1.502). Such a call shall state clearly the time; purpose of and place for the meeting and no other matter save that specified in the call may be considered. Notice of the meetings shall be publicized at least ten days and two Sundays prior to the meeting.

**Article 5
Presiding Officers**

- a. The pastor shall preside as moderator at all ecclesiastical meetings of the congregation and the session. If the pulpit of the church is vacant, or if the pastor and the session agree that the subjects to be discussed require it, or if the pastor is ill or otherwise unable to be present, a minister of the Pittsburgh Presbytery shall be invited by the session to preside. The session shall consult with the Committee on Ministry of Pittsburgh Presbytery before extending this invitation, following the guidance of G-1.0504 of the Book of Order.
- b. The president of the Board of Trustees shall preside during consideration of corporate matters.

Article 6 Officers

Section 1 Active Elders (Ruling Elders)

- a. There shall be a session consisting of the installed pastor and/or associate pastor(s) and fifteen ruling elders (a.k.a. “elder”) divided into three equal classes, one class of which shall be elected each year, for a three year term, at the congregational meeting. No elder shall be elected to the session for a term of more than three years, nor shall an elder serve on the session for consecutive terms. An elder having been elected to session shall be ineligible to serve thereon for a further term until at least one year has elapsed from the expiration of the last term for which he/she was elected, except when an elder has been elected to fill less than half of an unexpired term in which case that elder is eligible for nomination to a full term.
- b. If a vacancy exists among the elders of session, it may be filled for the unexpired term at a special meeting of the congregation or at the next meeting of the congregation.
- c. All elders shall be trained and examined by session prior to ordination and installation.
- d. The session shall elect the Clerk of Session. The clerk must be an ordained elder and if not a member of an active class will be considered a “non-voting clerk”. A non-voting clerk shall have ‘voice’ but not ‘vote’ at session meetings.
- e. The session shall perform all the duties required by the Book of Order of the Presbyterian Church (USA) G-3.02.
- f. The session shall be responsible for developing the church budget with the advice of the Board of Trustees, Deacons and other interested groups.
- g. An elder serves until his/her successor is duly elected and installed. Installation will be held on a Sunday in December.

Section 2 Deacons

- a. There shall be fifteen deacons divided into three equal classes, one class of which shall be elected each year, for a three-year term, at the congregational meeting. No deacon shall be elected to a term of more than three years, nor shall a deacon serve for consecutive terms. A deacon having been elected shall be ineligible to serve thereon for a further term until at least one year has elapsed from the expiration of the last term for which he/she was elected, except when a deacon has been elected to fill less than half of an unexpired term in which case that deacon is eligible for nomination to a full term.
- b. If a vacancy exists among the deacons, it may be filled for the unexpired term at a special meeting of the congregation or at the next meeting of the congregation.

- c. All deacons shall be trained and examined by session prior to ordination and installation.
- d. The Board of Deacons shall elect a chairperson and secretary from among its members
- e. The Board of Deacons shall perform all the duties required by the Book of Order of the Presbyterian Church (USA) G-2.02
- f. The Board of Deacons shall be under the supervision and authority of the session.
- g. A deacon shall serve until his/her successor is duly elected and installed. Installation will be held on a Sunday in December.

Section 3 Trustees

- a. There shall be twelve trustees divided into three equal classes, one class of which shall be elected each year at the congregational meeting for a three-year term. It is recommended that a trustee shall be elected to the Board of Trustees for one term of three years. It is permissible for a trustee to serve on the Board of Trustees for one additional consecutive term for a total of two terms of service. The trustee shall be ineligible to serve thereon for a further term until at least one year has elapsed from the expiration of the last term for which he/she was elected (cf G-2.0404)
- b. If a vacancy exists among the trustees, it may be filled for the unexpired term at a special meeting of the congregational or at the next meeting of the congregation.
- c. Trustees shall be active members of the congregation who are eighteen (18) years of age or older.
- d. The Board of Trustees shall elect a president, vice president, and secretary from among the current Board of Trustees.
- e. The Board of Trustees shall perform all duties required by the Book of Order of the Presbyterian Church (USA) G-4.01 and authorized by the laws of the U.S.A. and the Commonwealth of Pennsylvania.
- f. The Board of Trustees shall be under the supervision and authority of the session.
- g. A trustee shall serve until his/her successor is duly elected and installed. Installation to be held on a Sunday in December.

Section 4 Treasurer

- a. The congregational treasurer is elected annually by the session and is the treasurer for all funds. They may include but are not limited to General Mission, Building, Seminary Aid, Ablauf Scholarship and Memorial Funds. Session shall approve the creation of any new fund for which the congregational treasurer will assume responsibility.
- b. Financial procedures shall follow the guidelines of G-3.0205 of the Book of Order.

Article 7
Nominating Committee

- a. There shall be a representative nominating committee chosen at the Congregational Meeting and in accordance with the Book of Order of the Presbyterian Church (USA).
- b. Two members of the committee shall be designated by and from the session, one of whom shall be named by the session as chairperson. One member of this committee shall be designated by and from the Board of Deacons, and one by and from the Board of Trustees. The congregation shall elect four members and one alternate member, none of whom may be in active service on the session, the Board of Deacons, or the Board of Trustees. In addition, the pastor shall be a member of this committee ex-officio but without vote. Members shall be ineligible to be elected for a new term until one year has elapsed.
- c. The committee shall bring to the stated meeting of the congregation or to any special meeting to fill vacancies, nomination of at least one eligible person for each office to be filled. Additional nominations of qualified persons may be made from the floor by any member of the congregation eligible to vote in the election to be held.

Article 8
Financial Review Committee

In accordance with the principles of the Presbyterian Church, (USA) and in the interest of good order, there shall be a financial review committee (a.k.a Audit Committee), appointed by the session prior to the congregational meeting, to which all board, committee and organization treasurers shall submit their books for financial review immediately after the year-end closing. The Audit committee shall consist of three persons, not members of any church board, one of whom shall be appointed each year for a three-year term. If a vacancy shall occur, the moderator shall appoint a person eligible to serve on the Audit committee for the unexpired term to be confirmed at the session's next regular meeting. The report of the Audit committee shall be included in the published annual reports.

Article 9
Organizational Reports

All boards, committees and organizations of the church shall make an annual report to the session, which shall consist of a president's or chairperson's report and a treasurer's report. All reports shall be included in a printed report for distribution to the membership each year.

Article 10
Amendments

- a. These by-laws may be amended, subject to the charter of the corporation, the laws of the Commonwealth of Pennsylvania, and the Constitution of the Presbyterian Church (USA), at any congregational meeting or special meeting of the congregation by two-thirds vote of the voters present provided either that a full reading of the proposed changes be done from the pulpit on the two Sundays preceding the congregational meeting, providing the second notice is given not less than twenty-four hours before the meeting, or provided that a print copy of the proposed changes be distributed to all active members in connection with the call of the meeting.
- b. These by-laws or charter of this corporation may not be amended contrary to or so as not to include the provisions of the Constitution of the Presbyterian Church (USA) and the laws of the Commonwealth of Pennsylvania applicable thereto.
- c. The acceptance to these bylaws on **December 9 2018** supersedes and replaces all previous by-laws.