

BY-LAWS OF
THE FIRST PRESBYTERIAN CHURCH OF CASTLE SHANNON

ARTICLE #I
AUTHORITY OF BY-LAWS

The First United Presbyterian Church of Castle Shannon being a particular congregation of the United Presbyterian Church in the United States of America recognizes that the Constitution of said Church is, in all it's provisions, obligatory upon it and it's members. The principal office of the congregation/corporation shall be in the Borough of Castle Shannon, Allegheny County, Pennsylvania, in the church building.

ARTICLE #II
MEETINGS OF THE CONGREGATION/CORPORATION

1. Annual Meeting

There shall be an annual meeting of the congregation/corporation during the second full week of January in each year at such time as the Session may fix, and on any subsequent day or days to which such meeting may be adjourned. At the annual ecclesiastical meeting members of the Session shall be elected for such terms as shall have expired and to fill such vacancies as may exist; and immediately following this, the congregation shall meet as a corporation and elect the elders as trustees. Notice of the time and place of the annual meeting shall be given from the pulpit on the two successive Sundays immediately preceding the day of the meeting and such notice shall be posted in a conspicuous place so that members may see the same on the said two Sundays. Special Meetings of the congregation/corporation may be called at any time for a specified purpose by the Session or by a petition of a quorum of communicants.

2. Voting

- A. Eligibility - All members of the church in good and regular standing shall be entitled to vote at meetings.
- B. Proxy - No person shall be permitted to vote by proxy.
- C. Quorum - A quorum shall consist of the Moderator and the Secretary and ten percent (10%) of the eligible members of the congregation. This quorum is necessary for the transaction of business at all meetings of the congregation/corporation.
- D. Questions - All questions shall be decided by a vote of the majority of the electors present at the meeting unless otherwise especially provided by law or by these by-laws and each elector shall have one (1) vote.
- E. Election - Election by ballot shall be conducted by three judges of elections who shall be electors and appointed by the presiding officer.

3. Presiding Officer

The pastor shall preside as Moderator at meetings of the congregation. The President of the Board of Trustees shall preside at all meetings of the Corporation.

ARTICLE #II (cont.)

4. Records -

The Clerk of the Session shall be secretary of the meetings of the congregation. In his inability to attend, the session shall designate a secretary in his stead.

ARTICLE #III
THE SESSION

1. Membership

The session shall consist of the Pastor and one (1) member per each twenty (20) members of the congregation. No session member shall be required for any less than a full ~~twenty~~ (20) portion. No ruling elder shall be elected to the session for a term of more than three years, nor shall a ruling elder serve on the session for consecutive terms, either full or partial, aggregating more than six years. A ruling elder having been elected to the session for consecutive terms aggregating six years 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 that person was elected. There shall always be three classes of ruling elders on the session as nearly equal in number as possible, one class only of which shall expire each year and terms shall always be for three years, except when it is necessary to elect some for shorter terms in order to equalize the numbers in the classes or to fill vacancies.

2. Organization

The session may expand it's activities by the appointment of committees, either permanent or temporary, as they may decide. These committees are answerable to the session. The session may delegate functions and powers within this framework as they see fit.

3. Removal

Members of the session may be removed by the session if their behavior is not in compliance with Book of Order regulations.

4. Filling Vacancies

Unexpired terms on the session shall be filled within sixty (60) days by congregational action as specified in Article II, Section 1 of these by-laws.

5. Quorum

Two (2) ruling elders with the pastor shall be necessary to constitute a quorum unless the ruling elders number nine or more; when, one third of the ruling elders with the pastor shall be necessary to constitute a quorum. All questions shall be decided by a vote of a majority of the elders present unless otherwise specified by law or these by-laws. Monthly meetings shall be held on a date decided by the session.

6. As Trustees

The members of the board of trustees shall be one and the same as the ruling elders of the session, except when a ruling elder is or remains under the age of eighteen (18) years. That ruling elder may not, by reason of the law of the Commonwealth of Pennsylvania, be a member of the board of trustees. The session as Board of Trustees shall take charge of all real and other property of the church and shall permit it's use for only such purposes as they shall approve. They shall have custody of the charter and the seal of the corporation. They shall collect all the revenue of the church. They shall report at the annual meeting of the congregation/corporation the receipts and payments for the fiscal year last ensuing and an estimate

ARTICLE #III (cont.)

6. As Trustees (cont.)
of expenses for the current year. They shall report new business necessary to be undertaken for the welfare of the congregation/corporation and an exhibit of the real property, trust funds and all other resources of the congregation/corporation.
7. As Deacons
The members of the board of deacons shall be one and the same as the ruling elders of the session. The board of deacons shall perform all the duties required by the form of government of the United Presbyterian Church in the United States of America. The pastor shall be the moderator of the board of deacons, except with the consent of the pastor, the session may authorize the board of deacons to elect a moderator and such other officers as may be required or deemed appropriate from among it's members.
8. Records
The session shall keep books and accounts. The session as board of trustees shall elect from among it's members a president and such other officers as may be required or deemed appropriate. The clerk of session shall be secretary of the board of trustees. The board of trustees may elect a financial secretary who may or may not be a member of the board of trustees and who may be salaried. No elder shall contract or pay any bill that has not first received the approval of the session in open meeting except bills of current expense.
9. Property
In case of a sale, conveyance, mortgage or lease of any land, with or without improvements thereon, or of any buildings of the congregation/corporation, the instruments affecting such sale, conveyance, mortgage or lease shall be valid after approval of the congregation and the Presbytery if executed in the name of all the session or by the President attested by the clerk of session.

ARTICLE #IV
COMMITTEES

1. Auditing
There shall be an auditing committee appointed by session to which all board, committee and organization treasurers shall submit their books for audit prior to the annual congregational meeting. The auditing 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 session shall appoint a person eligible to serve on the auditing committee for the unexpired term at it's next regular meeting.
2. Nominating
The nominating committee shall consist of two members designated by and from the session, one of whom shall be named by the session as chairman. Three members shall be elected by the congregation. 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 since their previous years service.

ARTICLE #V
FISCAL YEAR

The fiscal year of the corporation and of the congregation/corporation shall begin January 1 and end December 31.

ARTICLE #VI
AMENDMENT OF BY-LAWS

These by-laws may be repealed, amended or a new set of by-laws may be adopted by the affirmative vote of the majority of electors present at any regular or special meeting of the congregation/corporation, provided that notice of the intention to amend said by-laws shall have been given in the call of the said meeting.

ARTICLE #VII
RULES OF ORDER

Any business not covered in above by-laws should be referred to the current Book of Order of the United Presbyterian Church of the United States of America for specifics.