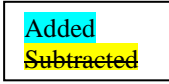


BYLAWS
OF
CROSSLAKE PRESBYTERIAN CHURCH, CROSSLAKE, MN



ARTICLE I
RELATION OF BYLAWS TO LAWS OF CHURCH AND STATE

The Crosslake Presbyterian Church, being a particular congregation of the Presbyterian Church (U.S.A.), is a Minnesota non-profit corporation and is hereinafter referred to as a congregation. These bylaws are subject to the *Constitution of the Presbyterian Church (U.S.A.)*, the Constitution and laws of the United States of America, and the State of Minnesota, the rules and regulations of the Presbytery of Minnesota Valleys and the Articles of Incorporation of Crosslake Presbyterian Church, Crosslake, Minnesota.

ARTICLE II
MEMBERS

The membership of the Crosslake Presbyterian Church, Crosslake, Minnesota shall consist of baptized members, active members, affiliate members and other participants. Reference is made to the *Constitution of the Presbyterian Church (U.S.A.)* for the qualifications and privileges of membership in the congregation. (G-1.04)

Being one of few congregations in Crosslake of the Reformed tradition, the congregation accepts the responsibility of serving persons of Presbyterian heritage as well as those who come from other church traditions.

Membership is an outward sign of commitment to a life-long process of continuing education in the Biblical faith and of personal maturation as a follower of Christ. Members are expected to:

- Attend worship services regularly.
- To give systematically of their time and means to support the church and its benevolences.
- To involve themselves in Christian service to their brothers and sisters in the community, the country and the world.
- To diligently promote the spiritual welfare of the church.
- To encourage others to make a commitment to Christ.

ARTICLE III
MEETINGS OF THE CONGREGATION

A. Members Entitled to Vote

Only members classified as “Active Members” of Crosslake Presbyterian Church, Crosslake, Minnesota in good and regular standing are entitled to vote on all questions affecting the affairs, both ecclesiastical and corporate, of the congregation.

Voting either in person or by video conferencing is permitted.

Voting by proxy, voting by mail and cumulative (voting for members in which each voter is allowed as many votes as there are members to be elected) voting are not permitted.

B. Business of the Congregation

Business to be transacted at meetings of the congregation shall be those items specified by the *Constitution of the Presbyterian Church (U.S.A.)*. (G-1.0503)

C. Annual Meeting

There shall be a combined annual Ecclesiastical and Corporation Meeting of the congregation held **during January** each year at a time and date specified by the Session.

D. Special Meetings

Special meetings of the congregation shall be called (1) by the Session whenever it deems such a meeting is necessary, (2) by the Presbytery of Minnesota Valleys whenever it deems such a meeting is necessary, or (3) by the Session when requested in writing by one-fourth (1/4) of the members on the active roll of the congregation. The business to be conducted at Special Meetings of the congregation shall be limited to items specifically listed in the call for the meeting. (G-1.0501 and G-1.0503)

E. Notice of Meetings

Public notice of the time, place and purpose of a congregational meeting shall be given on two (2) successive Sundays. The meeting may be convened following the notice given on the second Sunday.

F. Quorum

A quorum for meetings of the congregation is the Moderator and twenty (20) percent of the active members of the congregation entitled to vote.

G. Prayer at Meetings

All meetings of the congregation and of its elected and appointed working organizations shall be opened and closed with prayer.

H. Rules of Order

The meetings of the congregation shall be conducted in accordance with the current Robert’s Rules of Order.

I. Moderator

The Moderator of meetings of the congregation shall be as specified in the *Constitution of the Presbyterian Church (U.S.A.)*. (G-1.0504)

J. Secretary

The Clerk of Session shall serve as the Secretary at meetings of the congregation. If the Clerk is unable to serve, the congregation shall elect a Secretary. (G-1.0505)

K. Minutes of Congregational Meetings

The Moderator and Clerk of Session/Secretary shall affirm the minutes of each Congregational meeting. The Session shall read, correct, approve, and make available the minutes of that Congregational Meeting at its next scheduled meeting and shall enter them into the permanent record.

ARTICLE IV
NOMINATING COMMITTEE

A. Members of Nominating Committee

The Nominating Committee shall consist of the following members: (G-2.0401)

1. One (1) member shall be a current ruling elder on Session.
2. At least three (3) active members shall be elected from the congregation at large. ~~None of these may be a current ruling elder on Session.~~ Consideration shall be given to the representation of diversity in the congregation.
3. The Pastor shall serve in an ex-officio capacity with voice but no vote.
4. Additional members, appointed by Session, may serve on the committee with voice but no vote.

B. Election and Term of Office

One class of Nominating Committee members shall be elected each year for a term of two years. No Nominating Committee member shall be elected for a term of more than two (2) years, nor shall a member serve on the Nominating Committee for consecutive terms, except a member completing a partial term may be eligible for election to a full term. Following completion of a full term, a Nominating Committee member shall be ineligible to be elected to a new term for a period of at least one (1) year.

C. Responsibilities

The Nominating Committee shall present nominations to the congregation for the offices of Ruling Elder, Deacon, and congregational elected members of the Nominating Committee.

Only one person shall be nominated for each vacancy.

Full opportunity shall always be given for nominations from the floor by any eligible voter, only if the person nominated has given his/her consent prior thereto.

ARTICLE V
THE SESSION

A. Number of Members

The Session shall consist of the Pastor(s) and no fewer than three (3) or more than five (5) ruling elders divided into three (3) classes.

Fair representation shall be given to men and women as well as various ages and abilities.
(G-3.0103)

B. Election

Only members classified as “Active Members” of the congregation are eligible for election to the office of ruling elder.

One class of ruling elders shall be elected each year for a term of ~~three (3) years~~, ~~two (2) years~~ except when it is necessary to elect a ruling elder(s) for a shorter term in order to equalize the numbers in the classes or to fill vacancies. A meeting of the congregation is to ordinarily be called in ~~September or~~ October ~~or November~~ for the purpose of the election of officers. The date and time of that meeting shall be determined by the Session. Public notice of such meeting shall be in accordance with ARTICLE III, E.

Vacancies on the Session shall be filled at a Special Meeting of the congregation or at the Annual Meeting.

C. Terms of Office

The term of office shall commence with the installation of the ruling elder and shall cease upon the installation of a successor. The normal term of office will commence in January for ruling elders elected in ~~September or~~ October ~~or November~~.

No ruling elder shall be elected for a term of more than ~~three (3) years~~, ~~two (2) years~~, ~~nor shall a ruling elder serve on the Session for consecutive terms, except a ruling elder completing a partial term may be eligible for election to a full term~~ but may be eligible for 1 additional 2-year term if nominated by the nominating committee, ~~except a ruling elder completing a partial term may be eligible for election to a full term~~. Following completion of ~~a two~~ full terms, a ruling elder shall be ineligible to be elected to a new term for a period of at least one (1) year.

A ruling elder on Session wishing to resign from active service does so to the Session and that ruling elder’s resignation is effective upon consent of the Session.

D. Responsibilities and Powers

The responsibilities and powers of the Session shall be those specified by the *Constitution of the Presbyterian Church (U.S.A.)* (G-3.02) and the Minnesota Nonprofit Corporation Act. The members of the Session shall be considered the Trustees of the organization.

E. Annual Report

The Session shall report annually to the congregation regarding the following:

1. All matters relating to the spiritual welfare of the congregation.
2. The receipts and expenditures for the previous fiscal year, which shall be the calendar year.
3. A budget, consisting of both estimated income and expenditures, for the ensuing year.
4. A balance sheet, showing the assets and liabilities, of the congregation.
5. New programs and activities undertaken for the welfare of the congregation.
6. The activities of the Board of Deacons and all other groups and organizations of the congregation.
7. Recommendations regarding changes in the Terms of Call of the Pastor(s).

F. Meetings, Quorum and Records of the Session

Meetings of the Session are open to observers except when the Session determines to meet in private to consider especially sensitive business.

Members of Session may attend session meetings through the following methods:

1. In person attendance.
2. Through audio (teleconference), email or video conferencing. (Video conferencing being the preferred communication.)

The Moderator of the Session may call a Special Meeting of the Session when he/she judges it necessary and shall do so when requested by any two members of the Session. The Session shall also meet when directed to do so by the Presbytery of Minnesota Valleys. (G-3.0203)

An email meeting has to include the whole Session. Discussion of the motion would need to be discussed prior to voting, and a consensus of what to do if the discussion develops making it clear that it really needs to happen face to face. To avoid a face to face, Session may allow a couple of days for clarifying questions to take place before taking an email vote. If anyone raises anything other than clarifying questions, the discussion and vote stops and the item goes on the agenda for the next face to face Session meeting.

Emergency meetings of the Session may be carried out by email. If the email vote is not unanimous, the Moderator, the disputing ruling elders or ruling elder may request meeting in person to resolve the issue. The Clerk would keep a copy of the Session member's email vote.

These meeting methods are also acceptable methods for the Board of Deacons and all Committees. Going forward, methods of meetings and voting by Session members, Board of Deacons, and Committees may be conducted in whatever manner is acceptable in the business and legal communities at the time.

A quorum of the Session shall be the Moderator, Clerk of Session or appointed clerk pro-tem and ~~two thirds (2/3)~~ simple majority of the ruling elders.

All meetings of the Session shall be opened and closed with prayer.

The minutes of the Session and congregation as well as the registers and rolls are open to inspection by members of the congregation, except for judicial cases. They shall be submitted annually to the Presbytery of Minnesota Valleys for its general review.

G. Moderator

The Pastor of the congregation or a person appointed by the Pastor or by Minnesota Valleys Presbytery shall be the Moderator of the Session and the Session shall not meet without the Moderator present, except as provided in the *Constitution of the Presbyterian Church (U.S.A.)*. (G-3.0104)

H. Clerk of Session

The Session shall annually elect a ruling elder to serve as Clerk of Session (G-3.0104). The Clerk of Session will not be a voting member of Session. If the Clerk is unable to attend a Session meeting, the Moderator will appoint a Clerk pro-tem.

I. Treasurer

The Session shall annually elect a Treasurer. (G-2.0205)

The responsibilities of the Treasurer shall conform to (G-0205) and include all duties as specified in a job description approved by the Session.

J. Financial Secretary

The Session shall annually elect a Financial Secretary.

The responsibilities of the Financial Secretary shall include assisting the Treasurer and other duties as specified in a job description approved by the Session.

Information regarding monetary contribution amounts from a specific contributor(s), pledged or otherwise, shall be considered confidential and shall not be divulged to anyone without the approval of Session.

K. Committees

The Session shall form such committees as necessary to carry out the work of the Church.

The Session may also appoint special committees or task forces from time-to-time to carry out specific functions. Session shall annually appoint committee and task force chairs.

Ruling elders on Session are encouraged to be on a committee(s) outside of Session. They may or may not act as chair of the committee. The committee chairs shall involve others from the congregation who may be members, affiliates, and other participants to oversee and conduct the various ministries of the congregation.

The Session may convene each year a Consistory, inviting the participation of all persons in the congregation who have been ordained as ruling elders or deacons in this or another congregation of the Presbyterian Church (USA) and persons who have served in counterpart roles in churches of denominations not practicing ordination. The Session may also invite other persons as it determines. The purpose of the Consistory shall be to seek advice and counsel as to the spiritual condition and health of the congregation and to elicit visions for the future.

ARTICLE VI
THE BOARD OF DEACONS

A. Number of Members

The Board of Deacons shall consist of no fewer than three (3) ~~nor more than nine (9)~~ deacons divided into classes.

Fair representation shall be given to men and women as well as various ages and abilities.
(G-3.0103)

B. Election

Only members classified as “Active members” of the congregation are eligible for election to the office of deacon.

One class of deacons shall be elected each year for a of ~~three (3) years,~~ two (2) years at the meeting of the congregation ordinarily called in ~~September or~~ October ~~or November~~ for the purpose of election of officers. The date and time of that meeting shall be determined by the Session. Public notice of such meeting shall be in accordance with ARTICLE III, E.

Vacancies on the Board of Deacons shall be filled at a Special Meeting of the congregation or at the Annual Meeting.

C. Terms of Office

The term of office shall commence with the installation of the deacon and shall cease upon the installation of a successor. The normal term of office will commence in January for deacons elected in ~~September or~~ October ~~or November~~.

No deacon shall be elected for a term of more than ~~three (3) years, nor shall a deacon serve on the Board of Deacons for consecutive terms, except a deacon completing a partial term may be eligible for election to a full term.~~ two (2) years, but may be eligible for 1 additional 2-year term if nominated by the nominating committee. Following completion of a full term, a deacon shall be ineligible to be elected to a new term for a period of at least one (1) year.

A deacon wishing to resign from active service does so to the Session and their resignation is effective upon consent of the Session.

D. Responsibilities and Powers

The responsibilities and powers of the Board of Deacons shall be those specified by the *Constitution of the Presbyterian Church (U.S.A.)*. (G-2.0201)

Deacons shall be encouraged to involve others in the congregation in accomplishing their ministry of care and compassion.

E. Meetings, Quorum and Records of the Board of Deacons

The Board of Deacons shall meet at least quarterly, upon the call of its Chair, or when directed to meet by the Session.

The Board of Deacons shall report to the Session at least **once** annually as to meetings held, a summary of activities, and any recommendation for the welfare of the congregation. (G-2.0202)

F. Organization

The Board of Deacons shall elect a Chair and a Secretary from among its members. The Board of Deacons may, from time to time, elect such other officers as it finds needful to the efficient operation of the Board of Deacons.

The Secretary shall keep a record of the Board's proceedings.

ARTICLE VII
PARLIAMENTARY AUTHORITY

All meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order, except in those instances where the *Constitution of the Presbyterian Church (U.S.A.)* provides otherwise. (G-3.0105)

ARTICLE VIII
AMENDMENTS TO THE BYLAWS

These Bylaws may be amended by a two-thirds (2/3) vote of the active members of the congregation at any Annual Meeting or at any Special Meeting of the congregation called for that purpose. A notice of the meeting whereby such amendments are to be considered shall include the full, printed text of the proposed amendments.

Approved by the congregation on April 7, 2002, **and Amended on July 30, 2023, (previously Amended on September 30, 2018; December 6, 2015; January 30, 2011; December 18, 2005; and June 6, 2004.)**

All Book of Order references are found in the current biennial Book of Order (*Constitution of the Presbyterian Church, (U.S.A.) Part II*).