

Bylaws
Covenant Presbyterian Church Lubbock,
Texas

I. Statement of Purpose or Mission

The Covenant Presbyterian Church of Lubbock, TX has been called by God and organized to proclaim the good news of Jesus Christ, to minister to the needs of members of the congregation and residents of the community, and to promote peace and justice in the world.

II. Relation to the Presbyterian Church (U.S.A.)

Covenant Presbyterian Church is a member of the Presbytery of Palo Duro in the Synod of the Sun of the Presbyterian Church (U.S.A.).

III. Governance of the Church

This church shall be governed in full accordance with the *Constitution of the Presbyterian Church (U.S.A.)*. Consistent with that *Constitution*, the bylaws shall provide specific guidance for this church. *Robert's Rules of Order (Newly Revised)* shall be used for parliamentary guidance.

IV. Meetings of the Congregation
G-1.0501, G-1.0502

There shall be an annual meeting of the congregation, during the month of January, at which at least the following business shall be presented:

1. Annual reports from organizations and the session (information only).
2. Financial report for the preceding year.
3. Budget for the current year (information only).
4. Changes in the terms of call for the pastor(s).
5. Nominating committee report for the church officers, if not done earlier.
6. Election of members to serve on the nominating committee.

Special meetings may be called by the session or the presbytery. Such calls shall state clearly the purpose of such special meetings, and business shall be restricted to that which is specified in the call.

V. Notice of Meetings G-1.0502

Adequate public notice of all congregational meetings shall be given, including notice given during worship on at least two successive Sundays. The meeting may be convened following the notice given on the second Sunday.

VI. Moderator G-1.0504

The pastor shall moderate the meetings. When the church is without a pastor, the moderator appointed by the presbytery shall preside. If it is impractical for the pastor or the moderator of the session appointed by the presbytery to preside, he or she shall invite, with the concurrence of the session, another minister of the presbytery to preside. When this is not expedient, and when both the pastor and the moderator concur, a member of the session may be invited to preside.

VII. Secretary G-1.0505

The clerk of session shall serve as secretary for congregational meetings. If neither the clerk, nor the assistant clerk is present or able to serve, the congregation shall elect a secretary.

VIII. Minutes of the Meeting

The minutes of the meeting recorded by the secretary shall be attested by the moderator and the secretary and recorded in the session book of minutes.

IX. Quorum for the Congregational Meeting

1. The quorum of a meeting of the congregation shall be the moderator, the secretary and at least 10% of the active members on the roll.
2. A quorum shall be at least 10% of the active members for corporate matters.
3. The secretary shall determine that a quorum is present.
4. All active members of the congregation present at either annual or special meetings are entitled to vote.
5. Voting by proxy is not allowed.

X. Incorporation G-4.0101

In accordance with the laws of the State of Texas, the congregation shall cause a corporation to be formed. Consistent with the laws of this state, both ecclesiastical and corporate business may be conducted at the same meeting of the congregation.

Board of Trustees:

1. Members: The session of the church shall be the Board of Trustees of the corporation and shall be the same in person, number, class and term.
2. Meetings: Whatever business of a corporate nature is conducted at any session meeting is to be construed as being business transacted by the Board of Trustees.
3. Duties: The powers and duties of the Board of Trustees are those prescribed and defined by the laws of the State of Texas and the Constitution of the Presbyterian Church (U.S.A.).
4. The Session shall designate those persons who, when authorized by the session, are to sign official documents on behalf of the corporation, except for business pertaining to buying, selling, or mortgaging real property in which case the transaction must first be approved by the congregation.

XI. Congregational Nominating Committee G-2.0401

The congregation shall form a nominating committee in the following manner:

1. There shall be seven (7) active members on the nominating committee.
2. Two (2) of the members shall be ruling elders who are currently serving on the session and shall serve for a one-year term.
3. The remaining members shall be elected by and from the active membership of the congregation to serve through the next annual meeting of the congregation.
4. The pastor shall be a member ex officio and without vote.
5. Full opportunity shall always be given to the congregation for nomination from the floor of the congregational meeting by any active member of the congregation.

XII. Meetings of the Session G-3.0203

1. The session shall hold stated meetings at least quarterly, normally one (1) stated meeting each month.
2. The session shall meet at other times as called by the moderator, or when requested in writing by any two members of the session, or by the presbytery.
3. Business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting.
4. There shall be reasonable notice given of all special meetings.
5. A quorum for the session shall be the pastor or other presiding officer and one half (½) plus one (1) of the active elders.
6. The session, at its first meeting following the installation of new elders, shall
 - a. Elect an active or inactive elder to serve as clerk.
 - b. Elect an assistant clerk.
 - c. Form such committees as necessary to carry out its work. (See Manual of Operations) (G-3.0109).
 - d. Annually elect a treasurer (G-3.0205).

XIII. Election of Elders G-2.0404

1. The congregation shall elect eighteen (18) elders divided into three equal classes, one class of whom shall be elected each year at the annual meeting for a three-year term.
2. No elder shall serve for consecutive terms, either full or partial, aggregating more than six years. Any elder having served a total of six years shall be ineligible for reelection to the session for a period of at least one year.

XIV. Vacancies

Vacancies on the session may be filled at a special meeting of the congregation or at the annual meeting, as the session may determine.

XV. Financial Reviews G-3.0113

A financial review or audit of all financial books and records shall be conducted every year. This may be conducted by a committee of active members versed in accounting procedures or by an outside public accountant or accounting firm. None of the reviewers shall be related to the treasurer(s). An independent third-party review should be conducted at least every five (5) years.

XVI. Amendments

These bylaws may be amended subject to the Articles of Incorporation, the laws of the state of Texas and the Constitution of the Presbyterian Church (U.S.A.) by a two-thirds (2/3) vote of the voters present at a congregational meeting, providing that the proposed changes in printed form shall have been distributed at the same time as the initial call of the meeting at which the changes are to be voted upon.

XVII. Review of Bylaws

Following adoption by the congregation, these bylaws will be reviewed every three (3) years by a review committee appointed by the session that will provide a report to the session within three (3) months of appointment.

*References to the *Book of Order* are from the 2017-2019 edition.

Date Adopted by Session: May 30, 2018 Date

Adopted by Congregation: June 24, 2018 (Proposed)