

**BY LAWS**  
**Presbytery of Kiskiminetas**  
**Presbyterian Church (U.S.A.)**

**B-1.00**      **INCORPORATION**

- B-1.01      The Presbytery shall cause a corporation to be formed and maintained according to the laws of the Commonwealth of Pennsylvania and the Constitution of the Presbyterian Church (U.S.A.) such as will enable the Presbytery to receive, hold, and transfer property, and to facilitate the management of its corporate affairs in such manner as may be directed by the Presbytery.
- B-1.02      The Presbytery shall elect nine (5 ruling elders and 4 teaching elders) Trustees to oversee the Corporate affairs of the Presbytery and shall serve as the "Presbytery Administration Committee."
- B-1.03      The Trustees shall nominate the Treasurer and Assistant Treasurer for election by the Presbytery at the annual meeting of the Corporation.
- B-1.04      The Treasurer of the Corporation shall be the Treasurer of the Presbytery. In addition to an annual report at the February meeting, he/she shall give interim reports to the Presbytery Cabinet as requested. He/She shall be bonded at Presbytery expense and be compensated for his/her services, the amount to be determined by the Presbytery on recommendation of Presbytery Cabinet. The Assistant Treasurer will act when the Treasurer is not available.

**B-2.00**      **MEETINGS**

- B-2.01      The Presbytery shall hold four stated meetings yearly in the months of February, May, September, and November. The February and November meetings will be held on Saturdays. The May and September meetings will be held on Tuesdays. All churches shall be represented at stated meetings of Presbytery by ruling elders. Teaching Elders are continuing members of the Presbytery. An elder serving as Moderator, other elected officer, chair person of a standing committee or member of Presbytery Cabinet shall be enrolled as a member of Presbytery for the term of office, whether or not elected as a commissioner by his/her session.
- B-2.02      Ruling Elder Commissioners  
Sessions are entitled to send Ruling Elder Commissioners to the meetings of the Presbytery in the following order based on membership at the end of the preceding calendar year adjusted in March of the current calendar year:  
                  1 – 250 members    1 Ruling Elder  
                  251 – 500 members    2 Ruling Elders  
                  501 +    members    3 Ruling Elders
- B-2.03      The Presbytery may be called to meet upon written request submitted to the Stated Clerk and signed by any two teaching elders and any two ruling elders representing two different congregations of the Presbytery.

- B-2.04 Minimum notification for stated or called meetings of the Presbytery must be given ten (10) days in advance of the meeting. Notification may be given by USPS mail and/or email. The Call for the meeting shall include a brief summary of the major items of business which are to come before the meeting. The Call shall also indicate whether or not the host church is fully accessible to the physically handicapped.
- B-2.05 A quorum for stated and called meetings of the Presbytery and of the Corporation shall be 5 teaching and 5 ruling elders from 8 different congregations.
- B-2.06 The annual meeting of the Corporation shall be held during the February meeting of Presbytery. The annual corporation meeting shall include the election of Trustees; the election of the Treasurer and Assistant Treasurer; the Treasurer's unaudited end of year report, and a status report on all outstanding loans in the Presbytery (such as loans to individuals and to churches by the Presbytery and loans by financial institutions to member congregations).

**B-3.00 PRESBYTERY STRATEGY AND COORDINATING CABINET**

- B-3.01 The Presbytery shall cause a Strategy and Coordinating Cabinet (known as the Cabinet) and various committees to be formed as necessary to carry out the mission, ministry and maintenance of the Presbytery. The at-large members of the Presbytery Cabinet shall be divided into classes of three years, and no member shall serve more than two consecutive terms until a one year period has elapsed. The chair person of Presbytery elected committees shall serve on the Presbytery Cabinet. The officers of the Presbytery (Moderator, Moderator-elect, Stated Clerk, and Treasurer) shall serve as members of the Cabinet with voice and vote. A representative of the Synod Commissioners and of the Camping Association shall serve on the Cabinet with voice and vote. The Cabinet shall include a representative from the following organizations: Presbyterian Women, and Presbyterian Men, all with voice and vote if an elder. The General Presbyter shall serve as an ex officio member of the Cabinet with voice, but no vote.
- B-3.02 A quorum for the Presbytery Cabinet shall consist of two teaching elders and as many ruling elders present provided at least two churches are represented by ruling elders.
- B-3.03 The Members of Committee on Presbytery Administration shall serve as the Trustees of the Corporation.
- B-3.03 a Corporate Officers: The Chairperson of the Administration Committee shall be the Corporate President. The Stated Clerk of the Presbytery shall be the Corporate Secretary. The secretary of the Administration Committee shall serve as the secretary for meetings of the Trustees. The Treasurer of the Presbytery shall be the Corporate Treasurer.

**B-4.00 OFFICERS**

- B-4.01 The Officers of Presbytery shall be Moderator, Moderator-elect, Stated Clerk, Treasurer, and Assistant Treasurer.

- B-4.02 The Moderator and Moderator-elect shall be elected annually at the November Stated Meeting, and shall take office at the next February meeting of Presbytery.
- B-4.03 The duties of the Moderator and Moderator-elect shall be those outlined in the Form of Government, G-3.0104, in Roberts Rules of Order Newly Revised, and in the Manual of Administrative Operations.
- B-4.04 The Stated Clerk shall be elected at the November Stated Meeting of Presbytery and take office at the next February meeting of the Presbytery. The Stated Clerk shall be elected for a term of five years and is re-electable for an indefinite number of terms.
- B-4.05 The Treasurer and Assistant Treasurer shall normally be elected at the annual meeting of the Corporation as outlined in section B-1.03.
- B-4.06 The administrator of the presbytery shall be the General Presbyter.

**B-5.00 AMENDMENTS**

Amendments to the By-Laws shall be presented in writing at any Stated Meeting of the Presbytery and adopted by a two-thirds' vote of the members present at the next Stated Meeting. The proposed amendment(s) shall be published with the Call for the Meeting at which the amendment(s) is/are to be voted upon.