

**Bylaws of
C. N. Jenkins Memorial Presbyterian Church
Charlotte, North Carolina**

I. Statement of Purpose or Mission

C. N. Jenkins Memorial Presbyterian Church 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.

C. N. Jenkins is organized exclusively for the religious, charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future federal tax code (hereinafter "Internal Revenue Code").

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

The C. N. Jenkins Memorial Presbyterian Church is a member church of the Presbytery of Charlotte in the Synod of the Mid Atlantic of the Presbyterian Church (U.S.A.).

III. Governance of the Church

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

No part of the net earnings of C. N. Jenkins shall inure to the benefit of, or be distributable to its members, Board members, trustees, officers or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws.

Notwithstanding any other provision of these articles, C. N. Jenkins shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code. (f) Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

IV. Meetings of the Church

There shall be biannual meetings (twice a year) of the congregation. The first biannual meeting each year will be held on the Wednesday following Valentine's Day in February. At minimum, the following business shall be presented at the February meeting: annual reports from ministries and the Session (information only), financial report for the preceding year and budget (information only) for the current year (G-1.0501). This meeting will include the annual corporate meeting of C. N. Jenkins Memorial Presbyterian Church, a meeting moderated by the Chair of the Trustee Board.

The second biannual meeting of the congregation will be held on the Wednesday following the Labor Day Holiday. At minimum, the following business shall be presented at the September meeting of the congregation: nomination and election of officers for the upcoming year.

Special meetings may be called by the Session. Such calls shall state clearly the purpose of the special meetings, and business conducted at these meetings shall be restricted to that which is specified in the call according to G-1.0501 of the *Book of Order, Part II, 2013/2015* or the corresponding section of any future *Book of Order* (hereinafter "*Book of Order*").

V. Notice of Congregational Meetings

Adequate public notice of all congregational meetings shall be given, including notice given at regular services of worship prior to the meeting. The minimum notification period established currently is two Sundays, and may include the Sunday on which the meeting will be held.

VI. Moderator

The pastor shall moderate congregational meetings. If there are co-pastors, they shall alternately preside at meetings. If there is an associate pastor, he/she may be appointed by the pastor to moderate the congregational meeting. When the church is without a pastor, co-pastors, or an associate 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. (G-1.0504, *Book of Order*)

VII. Secretary

The clerk of Session shall serve as secretary (G-1.0505, *Book of Order*) for all meetings of the congregation. If the clerk is not present or is unable to serve, the assistant clerk will serve. If neither the clerk of Session nor the assistant clerk is present or both are unable to serve, the congregation shall elect a secretary.

The clerk of Session, elected annually by the Session, is responsible for recording transactions of the Session and congregation (G-1.0505, *Book of Order*), keeping the rolls of membership and attendance (G-3.0204a,b, *Book of Order*), and preserving records of both the Session and congregation.

Additionally when required to, the clerk is responsible for submitting extracts from those records (Session and congregation) to the Presbytery of Charlotte or higher councils of the church (G-3.0104, *Book of Order*). Upon recommendations of the clerk of Session and assistant clerk of Session, additional responsibilities will be determined by Session.

No elder shall serve as clerk of Session or assistant clerk of Session for consecutive terms, either full or partial, aggregating more than six years. A clerk or assistant clerk having served a total of six years shall be ineligible for reelection as clerk or assistant clerk for a period of at least one year.

VIII. Minutes of the Meeting

The minutes of congregational meetings recorded by the secretary shall be attested by the moderator and the secretary, and recorded in the minute book of the Session (G-1.0505, *Book of Order*).

IX. Quorum for the Meeting

The quorum of a meeting of the congregation shall be the moderator, the secretary, and 10 % of the average worshipping congregation, but under no circumstances shall it be fewer than 45 of the active members of the congregation. The secretary shall determine that a quorum is present. All active members of the congregation present at either annual or special meetings are entitled to vote. (G-1.0501, *Book of Order*) Consistent with the laws of the state of North Carolina, voting is restricted to active members. Voting by proxy shall not be permitted.

X. Incorporation

In accordance with the laws of the state of North Carolina, 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 (G-1.0503, *Book of Order*).

XI. Nominating Committee (See G-2.0401, *Book of Order*)

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

- (1) There shall be nine active members on the nominating committee.
- (2) There shall be at least two elders designated by the Session, one of whom is currently on Session and will serve as the committee chairperson
- (3) At least one member from the Deacon Board as designated by that body
- (4) At least one member from the Trustee Board as designated by that body
- (5) Five members from and elected by the congregation, who are not active members either of the Session or the Deacon board
- (6) The pastor shall be an ex-officio member without vote

No Nominating Committee member shall serve on the committee for more than three consecutive years, without at least one year of non-service on the committee. The Nominating Committee is elected annually at the same congregational meeting where election of church officers occurs.

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. A majority of all active members present and voting shall be required to elect.

XII. Elders

The congregation shall elect twelve elders divided into three equal classes, one class of whom shall be elected each year at the September meeting for a three-year term. No elder shall serve for consecutive terms, either full or partial, aggregating more than six years. An elder having served a total of six years shall be ineligible for reelection to the Session for a period of at least one year.

The Session, at its first meeting of the calendar year (usually January), shall elect elders to serve as clerk and assistant clerk, commissioners to the Presbytery of Charlotte (G-3.0202a, *Book of Order*), a Deacon Liaison and a Trustee Liaison (G—3.0201c, *Book of Order*). Additionally, the Session will appoint its Session Personnel Committee (G-3.0201c, *Book of Order*), Worship Committee (G-3.0201a, *Book of Order*), Budget and Finance Committee (G-3.0205, *Book of Order*), Hospitality Committee (G-3.0201b, *Book of Order*), and other committees as necessary to carry out its work. At that same meeting of Session, the election of a treasurer (G-3.0205, *Book of Order*) and assistant treasurer shall take place.

A quorum for the Session shall be the pastor or other presiding officer and one third (1/3) of the elders.

XIII. Deacons

The congregation shall elect twelve deacons divided into three equal classes, one class of whom shall be elected each year at the September meeting for a three-year term. No deacon shall serve for consecutive terms, either full or partial, aggregating more than six years. A deacon having served a total of six years shall be ineligible for reelection to the Deacon Board for a period of at least one year.

The Deacon Board at its first meeting of the calendar year (usually January), shall elect a moderator and a secretary from among its members and form such committees as necessary to carry out its work.

The pastor shall be an advisory member of the Deacon Board. A quorum for the Deacon Board shall be one third (1/3) of the members, including the Board moderator.

XIV. Trustees

The congregation shall elect up to nine trustees divided into three equal classes, one class of whom shall be elected each year at the September meeting for a three-year term. No trustee shall serve for consecutive terms, either full or partial, aggregating more than six years. A trustee having

served a total of six years shall be ineligible for reelection to the Trustee Board for a period of at least one year.

The Trustee Board at its first meeting of the calendar year (usually January), shall elect a chair and a secretary from among its members and form such committees as necessary to carry out its work. The Trustee chair will moderate all corporate meetings of C. N. Jenkins Memorial Presbyterian Church.

The pastor shall be an advisory member of the Trustee Board. A quorum for the Trustee Board shall be one third (1/3) of the members, including the Board chair.

(Effective at close of December 31, 2016, and due to challenges experienced in fully populating the Trustee Board, the Trustee Board is suspended for a period of up to three years while the Session of C.N. Jenkins Memorial PC pilots alternative approaches to completing the functions currently assigned to the Board.)

XV. Vacancies

Vacancies on the Session, Deacon Board, or Trustee Board may be filled at a special meeting of the congregation or at a biannual meeting, as the Session may determine.

XVI. Amendments

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

The foregoing Bylaws became effective upon adoption by the congregation of C.N. Jenkins Memorial Presbyterian Church on August 4, 2013.

Bylaws amended on September 6, 2016

Bylaws amended on February 15, 2017