

Bylaws of Claremont Presbyterian Church

A Unicameral Church

PREAMBLE

The Claremont Presbyterian Church is governed by and operates with a unicameral form of government wherein its Session also functions as its Board of Trustees. All meetings of the Session are also considered to be meetings of the Trustees. The following Bylaws shall provide for and govern the church and its unicameral governing bodies.

In the event these procedures may be inconsistent with the Form of Government of the Presbyterian Church (U.S.A.) that Form of Government shall prevail.

1. The Claremont Presbyterian Church of Claremont, California, being a particular congregation of the Presbyterian Church (U.S.A.) recognizes that the Constitution of said Church is, in all its provisions, obligatory upon it and its members.
2. There shall be three Stated Meetings of the Congregation each year: a Fall Meeting shall be held during the month of October to review a proposed budget for the ensuing calendar year and to transact any and all business that may properly come before it. The Annual Meeting shall be held in February for the purpose of receiving annual reports from the Session-Trustees and church organizations, including financial reports, approve Pastoral Terms of Call, and to transact any and all business that may properly come before it. A Spring meeting shall be held in April for the purpose of electing Elder-Trustees, Deacons, and other officers and to transact any and all business that may properly come before it.
3. Special meetings of the congregation may be called by the Session or the Presbytery. Such calls shall state clearly the purpose of such special meetings, and no other matter save that specified in the call may be considered.
4. Public notice of the time, place and purpose of all meetings of the congregation shall be given from the pulpit on the two Sundays preceding the meetings and/or through written or electronic communication to the membership.
5. The congregation may meet by electronic means if congregants have reasonable notice of the electronic meeting and the ability to discuss and vote on business items. The quorum for such a meeting shall be the same as an in-person meeting. (See #13 below).
6. The Pastor as a Moderator shall preside at all meetings of the congregation and the Session. If the office of Pastor is vacant, or if the Pastor and the Elders agree that the subjects to be discussed require it, or if the Pastor is ill or otherwise unable to be present, an Associate Pastor, or an Elder with the consent of the Session, or a minister of San Gabriel Presbytery shall be invited by the Session to preside. Such invitation shall be cleared through the Committee on Ministry of the San Gabriel Presbytery. All congregational meetings may deal with both corporate and ecclesiastical affairs.
7. The Clerk of Session shall be Secretary of the meetings of the congregation. In case of inability to attend, the Session shall designate a Secretary.
8. The Clerk of Session and Treasurer shall be elected annually by the Session and may be re-elected at Session's discretion.
9. The members of the church shall be active members in good standing as defined by the usages and rules of the Presbyterian Church (U.S.A).

10. Active members shall be eligible to vote upon all matters that come before the congregation. The Session shall determine the active membership.
11. Meetings shall be conducted in accordance with Roberts Rules of Order.
12. All meetings shall be opened and closed with prayer.
13. A quorum for a congregational meeting shall be as follows: 25 members or one-tenth of the members, whichever is greatest.
14. There shall be between nine and fifteen Elders, divided into classes of no fewer than three, one class being elected each year at the Spring Meeting for a three-year term. In addition, when possible, there may be, one Elder under the age of 25 who shall be elected for a one-year term at the Spring meeting or at a Special Meeting.
15. Ruling elders shall be elected to serve terms of no more than three years on the session or board of deacons, and may be eligible for reelection according to congregational rule. However, no ruling elder shall be eligible to serve more than six consecutive years, and a ruling elder who has served six consecutive years shall be ineligible for election to the same board for at least one year. Election shall be to classes as nearly equal in number as possible, with the term of only one class ending each year. The presbytery may, upon written request and by majority vote, grant a congregation a waiver of this limitation on terms.
16. An Elder having been elected to fill an unexpired term is eligible to serve an additional consecutive three-year full term. The Elder under the age of 25 elected for a one-year term shall not serve consecutive one-year terms, but an Elder under the age of 25 elected to fill an unexpired one-year term is eligible to serve an additional consecutive one-year term.
17. The Board of Deacons shall be comprised no fewer than nine Deacons divided into three classes elected at the Spring Meeting for a three-year term. In addition, when possible, there may be one Deacon under the age of 25 who shall be elected for a one-year term at the Spring Meeting. Deacons shall be elected to serve terms of no more than three years on the Board of Deacons, and may be eligible for reelection according to congregational rule. However, no deacon shall be eligible to serve more than six consecutive years, and a ruling elder or deacon who has served six consecutive years shall be ineligible for election to the same board for at least one year. Election shall be to classes as nearly equal in number as possible, with the term of only one class ending each year. The presbytery may, upon written request and by majority vote, grant a congregation a waiver of this limitation on terms.
18. Vacancies on the Session, Trustees, and Board of Deacons may be filled at a special or stated meeting of the congregation as the Session may determine.
19. The numbers and terms of office of trustees will conform to the numbers and terms of office of Elders. However, if for reason of citizenship, age, or for any other reason, persons elected to the Session cannot legally qualify as Trustees under the laws of the State, they shall not be considered to be elected, nor shall they serve as Trustees, but as members of the Session only, and the number of Trustees, in such case, shall stand at fewer than the elders, and no vacancy shall be treated as existing. Only persons elected to terms on the Session shall be eligible for election for terms as Trustees and when such qualified persons are elected as Trustees, they shall serve only for the duration of their elected terms as members of the Session.
20. 18.The officers of the Trustees shall be elected annually by the Trustees or as necessary if a vacancy occurs. Officers shall be President, Secretary and Treasurer and, at the discretion of the Trustees, other officers. All officers shall be members of the Trustees.
21. A quorum for Session meetings shall be the Pastor or other presiding officer and one-third of the Elders, except for the reception and dismissal of members when the quorum shall be the Pastor and two members of the Session.

22. The Session or Deacons may meet by electronic means if all active Elders or Deacons have reasonable notice and ability to discuss, deliberate, and vote on business items. The quorum for such a meeting shall be the same as for an in-person meeting.
23. Any Commission, Committee, or Task Force constituted by the Session may meet by electronic means as long as reasonable notice is given and members have the ability to discuss, deliberate, and vote on business items.
24. Nominations for elective church officers shall be made by a representative Nominating Committee of active members of the church, which shall itself include women and men, giving fair representation to persons of all age groups and of all racial ethnic members of the congregation. The Pastor shall be a member of this committee ex-officio. This committee shall bring to the Spring Meeting of the congregation, or to a Special Meeting of the congregation where election of officers shall be noted in the call. Nominations from the floor may be made by any eligible voter; however, any person nominated shall have given his or her consent to be nominated. Public notice of the names of nominees shall be given at least one week prior to election. No member of the committee shall serve more than three years consecutively.
25. These bylaws may be amended subject to the Charter of the Corporation, the laws of the State of California, and the Constitution of the Presbyterian Church (U.S.A.) at any stated meeting or at any special meeting (of the congregation) by a two-thirds (2/3) vote of the voters present provided that a full reading of the proposed changes or a printed distribution of the same shall have been made in connection with the call of the meeting.
26. These bylaws or the charter of the Corporation may not be amended contrary to, or so as not to include the provisions of, the Constitution of the Presbyterian Church (U.S.A.).
27. The above bylaws of the Claremont Presbyterian Church of Claremont, California, were adopted by the Session and by the Congregation.

Adopted by vote at Congregational Meeting, February 6, 2022