

## BY-LAWS OF GLENKIRK CHURCH

### ARTICLE I.

#### NAME AND RELATIONSHIP

- Section 1. The congregation of Glenkirk Presbyterian Church of Glendora, California, was chartered as a church, November 10, 1955, enrolled in the Presbytery of Los Angeles at its meeting held January 10, 1956, and incorporated as a religious corporation under the laws of the State of California.
- Section 2. The name of the corporation was changed from "Glenkirk Presbyterian Church of Glendora" to "Glenkirk Church" at the stated meeting of the congregation on November 4, 2012. The amended and restated articles were filed with the State of California on December 28, 2012.
- Section 3. On January 1, 2013, Glenkirk Church joined the Covenant Order of Evangelical Presbyterians (ECO,) because its doctrine and Reformed Theology are consistent with Glenkirk's. These by-laws shall be in conformity with the polity of ECO and shall set forth the ecclesiastical and corporate structure and method of operation of this particular church.
- Section 4. The principle office for the transaction of the business of this church including its corporate affairs shall be at 1700 Palopinto Avenue, Glendora, California, 91741.

### ARTICLE II.

#### CONGREGATIONAL MEETINGS AND MEMBERSHIP

- Section 1. All congregational meetings may deal with both "corporate" and "ecclesiastical" affairs.
- All meetings of the congregation shall be opened and closed with prayer.
- Section 2. Active members (also known as covenant partners) shall be eligible to vote upon all matters that come before the congregation.
- Section 3. The annual meeting shall be held no more than 4 weeks after the end of the fiscal year, at a time and place specified by the Session, for the purpose of receiving annual reports from the Session including financial reports, electing the Nominating Committee, Elders/Trustees, and Deacons, and transacting any and all business that may properly come before it.
- Section 4. Special meetings of the congregation may be called by the Session, or when requested in writing by one-fourth of the members on the active roll, or upon direction of the presbytery. The business of a special meeting of the congregation must be confined to those items specifically listed in the call of the meeting.
- Section 5. Public notice of all congregational meetings shall be given on two successive Sundays preceding the meeting.
- Section 6. A quorum for the transaction of business at congregational meetings shall consist of a minimum of 10% of the membership.
- Section 7. The moderator of the Session shall preside at congregational meetings. If the moderator is unavailable to act, or if the subject to be discussed requires it, he or she

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shall invite, with the concurrence of the Session, another minister of the presbytery to preside.

- Section 8. The congregation shall annually approve the compensation of the senior pastor and associate pastors.
- Section 9. The congregation shall approve the call or dissolution of the call of the senior pastor or associate pastors.
- Section 10. Robert's Rules, insofar as they apply, are hereby adopted for this church. Meetings shall be conducted in accordance with these rules; when they do not apply, according to the usual parliamentary rules of order.
- Section 11. The minutes of the congregational meeting shall be referred to the Session for approval at its next meeting, and upon approval shall be attested by the moderator and the secretary and shall be entered in the book of Minutes of the Session.

### ARTICLE III.

#### NOMINATION AND ELECTION OF CHURCH OFFICERS

- Section 1. There shall be a church Nominating Committee composed of nine members. Six members nominated by the previous Nominating Committee shall be elected by the congregation at the annual meeting, none of whom shall be in active service on the Session or board of deacons. Two members shall be designated by and from the Session and one member by and from the board of deacons to be announced at the annual congregational meeting. The senior pastor, or an associate pastor designated by the senior pastor, shall be a member, ex-officio without vote.
- Section 2. The Session shall designate one of its two members as chairperson of the church Nominating Committee and the other as vice-chairperson, ordinarily to be chairperson the following year.
- Section 3. The Nominating Committee shall be elected at the annual congregational meeting to serve one year beginning with the conclusion of that meeting.
- Section 4. The Nominating Committee shall present one eligible person for each position to be filled. Public notice of the names of nominees shall be given no later than four weeks prior to election any congregational meeting at which deacons, elders, the Nominating Committee, and/or the Pastor Nominating Committee are to be elected. Covenant partners may nominate persons for each position no later than four weeks prior to the meeting by contacting the church office. Any person nominated (by either the Nominating Committee or a covenant partner) shall have given advance written consent to be nominated and been interviewed by the Nominating Committee to be considered.
- Section 5. Ruling Elder/trustees and deacons shall be elected at a stated meeting of the congregation held each year, at such time as the Nominating Committee is ready to present a slate of nominees. There shall always be three classes of elder/trustees, as nearly equal in number as possible, one class only of which shall expire each year. The term of a ruling elder shall always be for three years, except when it is necessary to elect some for shorter terms in order to equalize the numbers in the classes or to

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fill vacated terms. Ruling elders may be re-elected to consecutive terms to serve up to a maximum of six consecutive years. A ruling elder who serves six consecutive years will be ineligible to serve an additional term, regardless of term length, for a minimum of two years following the completion of his/her service. A ruling elder who serves five consecutive years or less will be ineligible to serve an additional term for a minimum of one full year following a break in his/her service. The term of a ruling deacon shall always be for two years except when it is necessary to elect some for shorter terms in order to equalize the numbers in the classes or to fill vacancies. A deacon, having served one full term, plus any partial term may be reelected to serve an additional one or two-year term, (not to exceed an aggregate of six years.) A deacon having served for two full terms, plus any partial term, shall be ineligible to serve for a further term until at least one year has elapsed.

- Section 6. Election may be by acclamation if there be but one candidate for each position. If there be two or more candidates, election shall be by ballot. A majority of vote elects.
- Section 7. Elected elder/trustees and deacons, following a period of instruction and examination, shall be installed and ordained, if required, in a regular weekend worship service on the first weekend practicable in the month of January. A term of service shall begin upon installation.
- Section 8. For good cause, an elder/trustee or deacon may resign from office with the consent of the Session. Membership on the Session or board of deacons terminates automatically upon termination of membership. Vacancies shall be filled in the same manner as original election.
- Section 9. When an elder/trustee or deacon has been absent from three successive meetings of his/her board without excuse, the congregation may, upon recommendation of that board, declare the position vacant and elect another person to fill the unexpired term.
- Section 10. Nomination and election to any office shall be open to all active members in good standing regardless of race, ethnic origin, sex, marital status, or age.

### ARTICLE IV.

#### SESSION

- Section 1. The Session shall be composed of the senior and associate pastor(s) and up to fifteen elders in three classes of elected elders, as nearly equal in number as possible. Additionally the Session may also have a student elder for a term of one year.
- Section 2. The senior pastor shall ordinarily moderate all meetings of the Session. If it is impractical, the senior pastor may ask another pastor or an elder to preside, with the Session's approval.
- Section 3. The Session shall elect as clerk an elder from within or without its own membership. Active members may be added to any of its committees.

The moderator in partnership with the Session shall annually appoint, subject to the approval of Session, standing committees of Session, consisting of at minimum the

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Personnel Committee and Property and Finance Committee, as will be helpful in the performance of its tasks.

- Section 4. The Session shall meet monthly at a time and place designated by it, except as cancelled by previous action. Session standing committees shall normally also meet monthly. All meetings of the Session shall be opened and closed with prayer.
- Section 5. One-third of the elders and the senior pastor shall constitute a quorum to transact business. On the occasion when email or a telephone call is required to transact business, two-thirds of the Elders and the senior pastor shall constitute a quorum to transact business.
- Section 6. Special Session meetings may be called by the moderator upon notice to all Members or may be called upon the request of any two or more Session members, and or upon the direction of the presbytery, such calls shall state clearly the purpose(s) of the meeting and no other matter may be considered.
- Section 7. The Session shall have the authority over all the affairs and activities of this church, both spiritual and corporate except in such matters as may, by the constitution or their by-laws, be specifically accorded to the pastor(s), to the congregation, or to a higher governing body.

### ARTICLE V.

#### BUDGET AND FINANCE

- Section 1. Budget making and the securing of revenues is a responsibility of the Session, and the Session shall be responsible for the collecting, holding, disbursing, and accounting of all church funds.
- Section 2. The Session shall approve the final budget, with the exception of the compensation of the senior pastor and associate pastors. The Session will submit its recommendation for compensations of the senior pastor and associate pastors to the annual congregational meeting. The congregation shall approve, disapprove or amend these compensations.

### ARTICLE VI.

#### BOARD OF TRUSTEES

- Section 1. Members: Elders elected to membership on the Session shall thereby also be elected to serve as trustees. The trustees while in office shall constitute the board of trustees and the membership of this corporation. This board shall be responsible to the congregation according to the laws of the state and these bylaws.
- Section 2. Officers: The principal officers of this corporation shall be a president, a vice president, a secretary, and a treasurer. At least two principal officers shall be members of the board and the finance committee of the Session. The Clerk of Session will act as the Secretary of the board but is not required to be a member of the finance committee. The board shall also elect other officers who may be from within or without its own membership. The officers of this corporation shall be elected annually by the board and shall serve at the pleasure of the board.

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The board, at any regular or special meeting, may fill a vacancy in any office of the board of trustees caused by death.

- Section 3. Powers: The board shall exercise the corporate powers of this church. The board shall process formal corporate documents and perform duties required of it by law according to powers granted to a non-profit corporation by the laws of this state and shall be in conformity to the articles of incorporation of this church.
- Section 4. Meetings: Regular meetings of the board shall be held at the same time and place as regular Session meetings. Notice of all such regular meetings is dispensed with. Special meetings of the board for any purpose or purposes may be called at any time by the president, or if the president is absent or is unable or refuses to act, by the vice president, or any two trustees. Notice of the time and place of such special meetings shall be transmitted to each trustee at least twenty-four hours prior to the holding of the meeting. One-third the membership shall constitute a quorum to transact business.
- Section 5. Delegation of Authority: The board, subject to the limitations of the by-laws, may authorize any officer, agent or agents, to enter into any contract and execute any instrument in the name of, or on behalf of, this corporation. They may be given authority in the name of this corporation to borrow money or incur indebtedness and to cause to be executed and delivered promissory notes, deeds of trust, mortgages, pledges, or other evidence of debt and security therefore. Unless so authorized, no officer, agent or employee shall have any power of authority to bind this corporation by any contract or agreement.

### ARTICLE VII

#### BOARD OF DEACONS

- Section 1. The board of deacons shall consist of thirty to fifty deacons to care for the congregation. These deacons shall be arranged in two classes with the exact numbers to be determined annually based on current needs and the above guidelines. Each deacon will be assigned to a specific area of responsibility as defined by the deacon leadership team. A pastor shall be an advisory member. The board shall elect a moderator and a secretary from its membership. The board may also elect from its membership a vice-moderator and treasurer. A quorum for the transaction of business shall be one-third or the first whole number over one-third of its membership. All meetings of the board of deacons shall be opened and closed with prayer.
- Section 2. The board shall hold stated meetings. Special meetings shall be held whenever requested by two of its members or by the Session, or moderator of the board of deacons, or by the senior pastor. Special meetings shall be called for a specific purpose and only that purpose may be acted upon at that meeting. The board shall keep a record of its proceedings and all funds at its disposal and shall submit its record to the Session for approval at least once a year, and at other times upon the request of the Session.
- Section 3. The office of deacon is one of sympathy and service. The board of deacons shall have responsibility to minister to those in need, to the sick, to the friendless, and to any

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who may be in distress. The board shall assume such duties, not limited to the aforementioned, as may be delegated to it by the Session.

ARTICLE VIII.

AMENDMENTS

Section 1. Amendments to these by-laws shall be processed through the Session and submitted to the congregation for approval or disapproval. Amendments shall require a two-thirds approval of those members present. A written notice containing the proposed changes shall be given at least seven days before the meeting at which action shall be taken.

ARTICLE IX.

ADOPTION AND AMENDMENT

Section 1. On Sunday, August 27, 2023 the congregation of Glenkirk Church voted to adopt the above by-laws effective as of August 27, 2023. They were last amended on August 26,2018.

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Clerk of Session

Date