

# **BYLAWS OF THE PRESBYTERY OF SCIOTO VALLEY PRESBYTERIAN CHURCH (U.S.A.)**

Approved by the Presbytery; Dates of Approval and Revisions 09/19/2017  
[Responsible Body: The Presbytery Assembly]

These Bylaws, having been adopted by the action of the Presbytery of Scioto Valley at its stated meeting of September 19, 2017, shall be effective on September 19, 2017, hereby replace and supersede any and all other Bylaws of the Presbytery of Scioto Valley, which has its principal offices in Columbus, Ohio.

## **Article I.     Purpose**

Section 1.01     A Presbytery as defined by the Constitution of the Presbyterian Church (U.S.A.) (G-3.03) is responsible for the government of the church throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love and witness. As it leads and guides the witness of its congregations, the presbytery shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed communities have identified themselves through history (F-1.0303) and the six Great Ends of the Church (F-1.0304).

In light of this charge, the presbytery has responsibility, authority, and power to work with members and congregations to fulfill the six Great Ends of the Church.

## **Article II.     Name**

Section 2.01     The name of this organization shall be The Presbytery of Scioto Valley (hereinafter “Presbytery”), being a council of the Presbyterian Church (U.S.A.), within the ecclesiastical bounds of the Synod of the Covenant.

## **Article III.     Mission**

Section 3.01     God calls us through the Holy Spirit to connect with each other to plant, grow, and nurture vital, faithful communities of Christ for service and ministry. In response, we build partnerships, communicate with and support congregations, leaders, and individuals, and embody Christ’s transforming love in the world.

## **Article IV.     Boundary**

Section 4.01     The Presbytery includes congregations of this denomination in the following twenty-one (21) counties in Ohio: Athens, Delaware, Fairfield, Fayette, Franklin, Gallia, Hocking, Jackson, Knox, Lawrence, Licking, Marion, Madison, Meigs, Morrow, Pickaway, Pike, Ross, Scioto, Union, and Vinton, save and except the Proctorville Rome Church in Lawrence County, which is a congregation of the Presbytery of West Virginia, said boundaries having been approved by action of the General Assembly of the Presbyterian Church (U.S.A.).

## **Article V.    Corporation**

- Section 5.01    The Presbytery is incorporated under the laws of the State of Ohio as The Presbytery of Scioto Valley. This organization is organized exclusively for charitable, religious, educational and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Section 5.02    The corporation shall hold all financial, personal property, and real property assets in trust for the use and benefit of the Presbyterian Church (U.S.A.) in accordance with the Constitution of the Presbyterian Church (U.S.A.).
- Section 5.03    Except as otherwise provided by law, the Articles of Incorporation, the Code of Regulations, or the Constitution of the Presbyterian Church (U.S.A.), the authority to carry out the business affairs of the Corporation shall be exercised by the Presbytery's Commission for Presbytery Operations, which performs the legal function of a Board of Directors, and is elected in accordance with the Constitution of the Presbyterian Church (U.S.A.), the Code of Regulations, these Bylaws, the Structural Design for Mission and Ministry, and the Manual of Operation.
- Section 5.04    The officers of the corporation shall be president, vice-president, secretary, and treasurer. The positions of secretary and treasurer may be combined.
- Section 5.05    The Board of Directors shall nominate corporate officers for election at the annual meeting of the Presbytery.
- Section 5.06    Any properly constituted meeting of the Presbytery may constitute a meeting of the corporation.
- Section 5.07    The Presbytery shall delegate the functions of the Board of Directors to the Commission for Presbytery Operations (as described in the Structural Design for Mission and Ministry) which shall have the power, authority, and responsibilities of and shall perform the duties required of a Board of Directors under Ohio Nonprofit Corporation Law.

## **Article VI.    Procedures**

- Section 6.01    The Presbytery shall be governed by the Constitution of the Presbyterian Church (U.S.A.) (hereafter "Constitution"), the laws of the State of Ohio as they pertain to the organization of religious institutions, and the Bylaws, the Code of Regulations, the Structural Design for Mission and Ministry, and the Manual of Operation of the Presbytery. The Bylaws, the Code of Regulations, the Structural Design for Mission and Ministry, and the Manual of Operation shall not supersede said Constitution. To the extent these Bylaws cannot be interpreted consistent with the Code of Regulations, including any amendments thereto, the Code of Regulations shall control the proceedings of the Presbytery.
- Section 6.02    Procedures for all meetings shall be determined by the most recent edition of *Robert's Rules of Order Newly Revised*, except in cases in which the Constitution provides otherwise, and unless special procedures are adopted by the Presbytery by a majority vote of those present and voting. The Presbytery may also make use of processes of discernment in its deliberations prior to a vote as agreed upon by the body.

- Section 6.03 The Bylaws of the Presbytery may be amended, subject to the Charter of the Corporation, the laws of the State of Ohio, the Constitution of the Presbyterian Church (U.S.A.), and the Code of Regulations of the Presbytery, at any meeting of the Presbytery by a two-thirds vote of the commissioners present and voting, provided notice of such a proposed change has been given at the previous stated or special, meeting. These Bylaws may not be amended contrary to or so as to not include the provisions of the Constitution of the Presbyterian Church (U.S.A.).
- Section 6.04 The Structural Design for Mission and Ministry may be suspended at any stated meeting of the Presbytery for that meeting by a two-thirds vote of the commissioners present and voting.
- Section 6.05 The Manual of Operation may be amended at any stated meeting of the Presbytery by a majority vote of the commissioners present and voting, provided that notice of the proposed change has been presented in writing at a previous meeting.
- Section 6.06 The Stated Clerk shall report at the next stated meeting of the Presbytery following the effective date of the amendments to the *Book of Order* transmitted by the previous General Assembly of the Presbyterian Church (U.S.A.) to all the presbyteries which received affirmative votes of a majority of the presbyteries. The Stated Clerk shall indicate whether any portion of these Bylaws has become inconsistent with the Constitution, as amended. If an inconsistency is reported, the Stated Clerk shall propose appropriate amendment to these Bylaws to insure consistency with the Constitution.
- Section 6.07 Changes related to spelling mistakes, typographical errors, incorrect grammar, or non-editorial changes to the Constitution such as section renumbering, are not considered amendments.
- Section 6.08 The Presbytery shall provide by rule for a process for reviewing the provisions of these Bylaws as needed but not less than every five years.

## **Article VII. Membership**

### Section 7.01 Members

- Membership in the Presbytery shall be determined consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A.).
- (a) *Teaching Elders.* Every active teaching elder enrolled in the Presbytery of Scioto Valley shall be a Continuing Member of the Presbytery guided by the criteria for membership outlined in the Constitution and Manual of Operation. It shall be the duty of each teaching elder who is an active member or a member-at-large to attend all stated meetings of the Presbytery.
- (b) *Ruling Elder Commissioners Representing Congregations.*
- (i) Presbyterian Churches (U.S.A.) congregations within the boundary of the Presbytery shall be represented by at least one (1) ruling elder commissioned by its session.
  - (ii) Congregations with membership over 500 shall be represented as follows:
    - 501-1,000 – 2 ruling elders
    - 1,001-1,500 – 3 ruling elders

1,501-2,000 – 4 ruling elders  
Over 2,000 – 5 ruling elders

The Stated Clerk will report to the Presbytery at the last stated meeting of the second quarter of the calendar year the membership of congregations at the close of the previous calendar year. Congregations eligible for additional elders will be notified and be able to have the additional ruling elder commissioners to represent them at any stated or special meeting of the Presbytery. The terms of these additional ruling elder commissioners shall run from the first stated or special meeting of the third quarter of the calendar year to the last stated or special meeting of the second quarter of the following calendar year.

(c) *Ruling Elders Serving the Presbytery.*

- (i) A ruling elder elected as an officer of the Presbytery or as a member of a Permanent or Standing Ecclesiastical Commission or a Standing Committee of the Presbytery shall be enrolled as a member of the Presbytery for the duration of service in office or on the standing commission or standing committee, whether or not commissioned by his or her session.
- (ii) A ruling elder commissioned by the Presbytery to particular pastoral service shall be a member for the length of the commissioned service.
- (iii) A ruling elder who is a Certified Christian Educator according to the processes and standards of the Presbyterian Church (U.S.A.) and is serving a congregation or the Presbytery as a Christian Educator shall be member for the length of service.
- (iv) Additional ruling elders may be commissioned to the Presbytery in accordance with the Manual of Operation to sustain parity of teaching elders and ruling elders.

(d) *Corresponding Members.*

- (i) Teaching elders holding membership in other presbyteries, ministers credentialed by other denominations in correspondence with the Presbyterian Church (U.S.A.), and ruling elders serving the Presbyterian Church (U.S.A.), its councils, entities, or related organizations may be seated as corresponding members by majority vote of the Presbytery. Such persons shall have voice but no vote for the duration of a meeting.
- (ii) Former moderators of the Presbytery who are ruling elders shall be enrolled as corresponding of the Presbytery with voice but no vote as long as they maintain active membership with a member congregation.

### **Article VIII. Ecclesiastical Officers**

Section 8.01 The ecclesiastical officers of the Presbytery shall be: Moderator, Moderator-Elect, Stated Clerk, and Treasurer.

- a. *Moderator.* The Moderator shall perform all the duties and responsibilities of a moderator as outlined in the Constitution's "Form of Government" and such other duties and responsibilities as determined by the Manual of Operation.
- b. *Moderator-Elect.* The Moderator-Elect shall act for the Moderator upon request, or in the Moderator's place should the Moderator be unable to act. The Moderator-Elect will normally be nominated to be the next Moderator.
- c. *Immediate Past Moderator.* The most recent available Immediate Past Moderator shall act in the event that the Moderator and the Moderator-Elect are unable to act.

- d. *Stated Clerk.* The Stated Clerk shall perform all the duties and responsibilities of a stated clerk as outlined in the Constitution's Form of Government and such other duties and responsibilities as determined by the Manual of Operation. The Stated Clerk shall be the secretary of the corporation.
- e. *Treasurer.* The Treasurer shall have custody of all funds and other valuable papers, and shall provide a monthly report of receipts and expenditures to the Stated Clerk, to the appropriate executive staff member, and the commission responsible for the financial operations as designated in the Manual of Operation. The same individual may serve as ecclesiastical treasurer and corporate treasurer.

- Section 8.02 Ecclesiastical officers of the Presbytery will be nominated by the Committee for Nominations at the last stated meeting in the third quarter of the calendar year. Nominations from the floor shall be permitted.
- (a) Officers of the Presbytery will normally be installed at the last stated meeting of the fourth quarter of the calendar year.
  - (b) Persons elected as Moderator, Moderator-Elect, and Treasurer shall be elected to serve for one (1) year and their term of begins immediately upon installation. Persons elected as Stated Clerk shall be elected to serve three (3) year terms.
  - (c) No member shall hold more than one office at a time, save and except that the positions of Stated Clerk and Treasurer may be combined and held by the same person.
  - (d) When a vacancy occurs in the office of Moderator, the Moderator-Elect will be installed at the next stated meeting of the Presbytery to serve the remainder of the term and may be nominated for a full term. When a vacancy occurs in the office of Moderator-Elect, the Committee for Nominations will bring a nomination to the next stated meeting of the Presbytery to fill the vacancy through the end of the current term.

**Article IX. Meetings**

- Section 9.01 Stated Meetings
- (a) The Presbytery shall meet in stated meetings as necessary to accomplish its mission to comply with the Constitution. Such meetings will be established by action of the body as a whole.
  - (b) The Coordinating Team shall have responsibility for proposing to the Presbytery the place and time for stated meetings.
  - (c) The Coordinating Team, in consultation with the Presbytery's officers and staff, shall prepare the agenda for each meeting of the Presbytery.
  - (d) The last stated meeting of the Presbytery held in the fourth quarter of the calendar year will be the annual meeting of the Presbytery.
  - (e) Notice of stated meetings shall be sent by electronic and/or postal mail.
  - (f) All meetings of the Presbytery shall be opened and closed with prayer.
  - (g) All meetings of the Presbytery are open to observers, except if the Presbytery properly approves going into executive session. Observers may be invited to speak by the Moderator or by a properly approved request of the members present and voting.

- Section 9.02 Special Meetings
- (a) Special meetings may be called by the Moderator at the request, or with the concurrence, of two teaching elders and two (2) ruling elders, the ruling elders being of different churches. Should the Moderator be unable to act, the Stated Clerk shall,

under the same conditions issue the call for the meeting. If both the Moderator and Stated Clerk are unable to act, any three (3) teaching elders and three (3) ruling elders, the elders being from different churches, may call a special meeting.

- (b) The Synod may direct the Presbytery to convene a special meeting for the transaction of designated business.
- (c) Official notice of a special meeting shall be sent by postal mail not less than ten days in advance to each teaching elder and to the session of every church. The notice shall set out the purpose of the meeting.
- (d) No business other than that listed in the notice for a special meeting shall be transacted.

Section 9.03 Quorum

A quorum of a meeting of the Presbytery shall be 5% of the teaching elder members serving in ministries validated of the Presbytery as provided in the Manual of Operation and an equal number of ruling elders each representing a different church of the Presbytery.

Section 9.04 Voting

- (h) The members of the Presbytery as determined consistent with the provisions of the Constitution and these Bylaws shall be eligible to vote at all stated and special meetings of the Presbytery.
- (i) Voting by proxy is not permitted.

Section 9.05 Minutes

The Stated Clerk shall make available the Minutes of Presbytery meetings and give notice to all members of Presbytery and clerks of sessions.

Section 9.06 Electronic Meetings

The Presbytery, as well as all Standing Ecclesiastical Commissions and Presbytery Committees authorized by these Bylaws, may conduct meetings electronically when *Robert's Rules of Order* is applied whereby "the meetings provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of a meeting held in one room or area." (*RONR*, 11<sup>th</sup> ed., p 97, ll. 24-27)

**Article X. Staff**

Section 10.01 The Presbytery shall have the power to employ such staff and personnel as needed to fulfill its mission in accordance with the Constitution. The Manual of Operation will define the purpose of each staff position, method of nomination and election or hire, terms of position, jurisdiction of the position, and responsibilities.

**Article XI. Standing Ecclesiastical Commissions and Presbytery Committees**

Section 11.01 Election and Accountability

- a. Members of Standing Ecclesiastical Commissions shall be elected directly by the Presbytery and are accountable to Presbytery.
- b. Members of Standing Committees shall be elected directly by the Presbytery in accordance with the Constitution, the Bylaws, and the Manual of Operation.

Section 11.02 Standing Ecclesiastical Commissions

Standing Ecclesiastical Commissions include those with duties mandated by the Constitution's *Book of Order* and other Presbytery Commissions whose duties are defined in the Manual of Operation. Standing Ecclesiastical Commissions are authorized to act on the authority of the Presbytery

The Standing Ecclesiastical Commissions of the Presbytery are as follows:

Permanent Judicial Commission  
Commission for Congregational Life  
Commission for Church Professionals  
Commission for Nurture and Outreach  
Commission for Presbytery Operations

- a. These Commissions have oversight of the general ministry concerns of the Presbytery and may be delegated the powers of the Presbytery as allowed by the Constitution's *Book of Order*.
- b. Members of Standing Ecclesiastical Commissions will be teaching elders and ruling elders in numbers as nearly equal as possible.
- c. The quorum for a Standing Ecclesiastical Commission is a majority of the elected members.

#### Section 11.03 Standing Committees

The Standing Committees of the Presbytery are:

Coordinating Team  
Committee for Nominations  
Committee for Overtures and Amendments  
Committee for Representation

- a. The responsibilities and powers of these Standing Committees are defined in the Constitution and the Presbytery's Manual of Operation.
- b. Members of Standing Committees will be teaching elders and ruling elders in numbers as nearly equal as possible.
- c. The quorum for a Standing Committee is a majority of the elected members.

#### Section 11.04 Administrative Commissions

The use of Administrative Commissions will comply with the guidelines provided in the *Book of Order* (G-3.0109b). once authorized by the Presbytery at a duly called meeting, the Moderator shall appoint ruling and teaching elders to the commission in accordance with the action of the Presbytery. The Moderator will report the names of the commission to the Stated Clerk for inclusion in the Presbytery Minutes. The final report of an administrative commission will be reported to the Presbytery for inclusion in the Presbytery Minutes.

The Moderator, on certification from the Commission for Church Professionals that a teaching elder may be ordained and/or installed to a pastoral position or that a ruling elder has been approved to be commissioned to particular pastoral service, will consult with the teaching or ruling elder and appoint teaching and ruling elders as provided for in the Manual of Operation to an administrative commission to perform the rite on behalf of the Presbytery. The minutes of the commission will be delivered to the Stated Clerk for inclusion in the Presbytery Minutes.

#### Section 11.05 Investigating Committees

The Moderator of the Presbytery may appoint an Investigating Committee between stated meetings of the Presbytery as authorized by the *Book of Order* D-10.0201b upon receipt

of the Stated Clerk of a written statement of an offense as defined in *Book of Order* D-10.0101 and D-10.0102. If the Moderator disqualifies her/himself in a particular case, the Moderator may delegate the Moderator-Elect the authority to appoint an Investigating Committee. In making the appointment the Moderator or Moderator-Elect shall consult with the Executive Presbyter and Stated Clerk of the Presbytery or their designees. The appointment of Investigating Committees shall be reported as information to the next stated meeting of the Presbytery.

Section 11.06 Committees of Counsel

In the event the Presbytery becomes a complainant or respondent in a remedial case (*Book of Order* D-6.0302), the Moderator of the Presbytery may appoint a Committee of Counsel between stated meetings of the Presbytery as authorized by *Book of Order* D-6.0302a. If the Moderator disqualifies her/himself in a particular case, the Moderator may delegate the Moderator-Elect the authority to appoint a Committee of Counsel. In making the appointment the Moderator or Moderator-Elect shall consult with the Executive Presbyter and Stated Clerk of the Presbytery or their designees. The receipt of the remedial complaint and the appointment of a Committee of Counsel shall be reported as information to the next stated meeting of the Presbytery.

Section 11.07 Other Commissions and Committees

- a. The Presbytery may provide through the Manual of Operation for the creation and composition of other commissions and standing and special committees as needed.
- b. The Manual of Operation will provide the means for the Standing Ecclesiastical Commissions and Standing Committees to form sub-committees, special committees, and task teams as needed to carry out the mission of the Presbytery.