

CONSTITUTION AND BYLAWS
of the
FIRST PRESBYTERIAN CHURCH
MASON, MICHIGAN
A CONGREGATION OF THE PRESBYTERIAN CHURCH (USA)

PREAMBLE

For the proper Christian conduct of the worship, service, organization and corporate business (according to the provisions of Act No. 327 of the Public Acts of 1931) of the congregation of the First Presbyterian Church, located at 131 East Maple Street, in the City of Mason, the County of Ingham, State of Michigan, the Congregation in meeting hereby adopts the following Constitution and Bylaws, to become effective on this date of May 4, 2008. All former rules bearing upon common matters are hereby rescinded.

THE CONSTITUTION

The Constitution of the First Presbyterian Church of Mason shall be the Constitution of the Presbyterian Church (USA), namely the Book of Confessions and The Book of Order, which includes "Directory for Worship", "Form of Government", and "Rules of Discipline", as adopted and amended by the General Assembly. References to the three sections of The Book of Order in these Bylaws are indicated by G-0.0 (Form of Government), D-0.0 (Rules of Discipline), and W-0.0 (Directory for Worship).

THE BYLAWS
ARTICLE I – MEMBERSHIP

Section 1. The Congregation. The Congregation shall consist of all active members as defined by the Constitution (G-5.0202, and G-10.0302, a.(2)). All such members who are present at a congregational meeting are entitled to vote.

Section 2. The Corporation. The Corporation shall consist of all active members in good and regular standing, and meeting civil law age requirements.

ARTICLE II - MEETINGS.

Section 1. Meetings. For business purposes the Congregation shall meet annually at a time and place designated by the Session. Special meetings may be called by the Session, the Presbytery, or the Session when so requested in writing by one fourth of the members on the active roll of the congregation. Public notice of any congregational meeting shall be given on two successive Sundays. The meeting may be convened following the notice given on the second Sunday.

Section 2. Minutes. Minutes of any congregational meeting may be read and approved before the adjournment of said meeting. Otherwise the Session shall read, correct, and approve them at its next monthly meeting. Minutes of any congregational meetings may be read and additions or corrections made by vote at the next meeting of the Congregation. All minutes shall be attested by the Moderator and the Clerk of Session and will be inscribed in the Minutes of the Session book, and will be submitted annually to the Presbytery for the review.

Section 3. Quorum. A quorum shall be that required by the Book of Order (G-7.0305).

ARTICLE III - MODERATOR AND SECRETARY

The moderator of all congregational and corporate meetings will be the moderator appointed by the Presbytery of Lake Michigan, namely, the pastor, or such other person as may be authorized by the Presbytery. The Secretary of all congregational and corporate meetings shall be the Clerk of Session.

ARTICLE IV - THE BOARDS

Section 1. The Session. The Session shall consist of twelve elders elected by the Congregation, together with the moderator, all of whom are entitled to vote. A quorum shall consist of the presiding officer and at least one-half (50%) of the Session members to conduct regular business.

Section 2. The Trustees. The Board of Trustees of the corporation shall be those Session members who have attained the age of eighteen years (G-7.040).

Section 3. The Deacons. The Board of Deacons, under the jurisdiction, supervision, and authority of the Session, shall be responsible for providing service to those in need, the sick, the friendless, and to any who may be in distress both within and beyond the local community and provide for other duties delegated to them from time to time by the Session. It shall be the custodian of funds to carry out its mission, and shall elect a treasurer from among its membership to handle all transactions. The records of the Board shall be submitted to the Session at least annually for review, to include amendment, voiding, or directing that the Board reconsider any actions. A joint meeting of the Session and the Board of Deacons shall be held at least annually to confer on matters of common interest. No binding decisions may result from the joint meeting, but the Session and the Board may act separately on matters in their care.

ARTICLE V-NOMINATING COMMITTEE

Section 1. Nominating Committee. The Nominating Committee shall be made up of a representation of the active members of the Church. Two members of the committee shall be elders on the Session, one of whom shall be designated by the Session as Chairperson. One other member of this committee shall be a member of the Board of Deacons. The committee shall include one member from each of those church organizations designated by vote of the Congregation at the annual meeting. Each such organization shall notify the nominating committee chairperson of its representative within 60 days following the annual meeting. Two additional members of the Nominating Committee shall be elected at the annual meeting. The Nominating Committee shall be guided by G-14.0225, G-4.0403 and G-9.0104. No member of the Committee shall serve more than three years consecutively.

Section 2. Nominations. The nominating committee shall endeavor to present to the congregational meeting the name of at least one eligible person for each office to be filled. Additional nominations of qualified persons may be made from the floor by any eligible voter, so long as the person has given permission to be nominated for the particular office.

ARTICLE VI - ELECTIONS

Section 1. Term. Election to the Boards shall be by classes. There shall be three classes, only one class shall expire each year, and each class nearly equal in number as possible. Those in each class shall be elected for a term of three years. No officer may be reelected to the same office after completing a full term of three years, until a period of one year following the expiration of a three-year term has elapsed.

Section 2. Time of Elections. Elections shall be held at the annual meeting, or a special meeting called for that purpose.

Section 3. Resignations. Resignations from the Board shall be made to the Session in accordance with G-6.0501.

ARTICLE VII - FINANCE

Section 1. Budget. The Session has the responsibility and power to establish the annual budget, determine the distribution of the church's benevolences, and order offerings for Christian purposes, providing full information to the congregation of Session decisions in such matters.

Section 2. Financial Secretary. The Session shall appoint a Financial Secretary, who will record all receipts and disbursements of the Treasurer and Assistant Treasurer(s). The Session shall establish procedures in accordance with G-10.0401 and other finance procedures as deemed necessary. The Financial Secretary shall report monthly to the Session and annually to the Congregation on receipts and disbursements.

Section 3. Treasurer. The Session shall elect annually a Church Treasurer, and such Assistant Treasurers as deemed necessary. These treasurers shall be the guardians of the church's funds, except the Deacon's Fund. The treasurers shall be empowered to receive and disburse funds. The Financial Secretary shall assist the treasurers in receiving and disbursing all funds, except the Deacon's Fund, as authorized by Session.

Section 4. Audit. An annual full financial review shall be made by a Certified Public Accountant, public accounting firm, or a committee of members versed in accounting procedures of the financial records of the Church, including the Deacon's Fund, and shall be submitted to the Session.

ARTICLE VIII - AMENDMENTS

The Bylaws of the Congregation may be amended at any meeting of the Congregation by at least a two-thirds majority vote, provided that notice of the proposed amendment shall have been submitted in writing or included with the call of the meeting.