

BYLAWS of ST. ANDREW'S PRESBYTERIAN CHURCH  
7560 N. Paseo del Norte  
Tucson, AZ 85704

ARTICLE I, CONSTITUTION

The form of Government of the Constitution of the Presbyterian Church, U.S.A. is hereby adopted and made a part of the By-laws of St. Andrew's Presbyterian Church, Tucson, Arizona.

ARTICLE II, CHARTER MEMBERS

All persons united with St. Andrew's Presbyterian Church on or before April 19, 1960 shall be Charter Members.

ARTICLE III, OFFICERS – ELECTION AND TERM

1. The following officers, elected at the November Congregational Meeting, shall be ordained and/or installed at the Annual Meeting in January.

1.1 Elders

- a. There shall be twenty-four elders. These, with the moderator, who normally shall be the minister of the church, constitute the Session.
- b. No elder shall be elected for a term of more than three years, nor shall an elder serve for consecutive terms, either full or partial, aggregating more than six years.
- c. An elder having served a total of six years shall be ineligible for reelection for a period of at least one year.

1.2 Trustees

- a. There shall be nine trustees. These shall constitute the Board of Trustees.
- b. No trustee shall be elected for a term of more than three years, nor shall a trustee serve for consecutive terms, either full or partial, aggregating more than six years.
- c. A trustee having served a total of six years shall be ineligible for reelection for a period of at least one year.

1.3 Deacons

- a. Board of Deacons
  - i. There shall be twenty-four deacons.
  - ii. No deacon shall be elected for a term of more than three years, nor shall a deacon serve for consecutive terms, either full or partial, aggregating more than six years.
  - iii. A deacon having served a total of six years shall be ineligible for reelection for a period of at least one year.
  - iv. Up to two additional deacons, under 25 years of age, may be elected by the congregation for a term of one, two, or three years.
- b. Shepherd Deacons
  - i. Shepherd Deacons shall be nominated, elected, and ordained such as those deacons appointed to the Board of Deacons.
  - ii. The Session shall commission Shepherd Deacons for a one-year term at which time the commission may be renewed or terminated.
  - iii. A Shepherd Deacon having served a total of six consecutive years shall be ineligible for re-commissioning for a period of at least one year.

2. Vacancies on the Session or Board of Trustees or Board of Deacons, or the Shepherd Deacons ministry may be filled at a special Congregational Meeting, as the Session may determine.
3. A Treasurer and a Financial Secretary shall be elected annually by the Board of Trustees from their own membership or from the congregation.
  - a. The Treasurer shall be responsible for banking all funds and paying bills as authorized by the Board of Trustees and shall report to the Board of Trustees monthly.
  - b. The Financial Secretary shall keep the record of all pledges, gifts, and collections, and send out statements throughout the year to all who have pledged, and shall report annually to the congregation.
4. The Board of Trustees shall be responsible for having an annual audit, unless the Session approves a review, as soon as practical after the end of the fiscal year.
5. The standing Session committees, special committees, and Christian Education teachers and staff shall, in accordance with the Constitution of the Presbyterian Church, U.S.A., be elected by the Session annually, or more often if necessary.

#### ARTICLE IV, NOMINATING COMMITTEE

Nominations shall be made by a representative Nominating Committee of communicant members of the church. Two members of this committee shall be designated by and from the Session, one of whom shall be named by the Session as chairperson. One member of this committee shall be designated by and from the Board of Deacons, if there be such a board, and one by and from the Board of Trustees, if there be such a board. Other members of this committee (none of whom may be in active service on the Session, the Board of Deacons, or the Board of Trustees), in sufficient number to constitute a majority thereof (exclusive of the Pastor), shall be chosen by the congregation or by such organizations within the church as the congregation may designate. In addition, the Pastor shall be a member of this committee ex-officio, but without vote. The Nominating Committee shall be chosen annually. It shall be the duty of the Nominating Committee to make nominations to the congregation for Elders, Trustees, Deacons, those members of the Nominating Committee that are to be elected by the congregation, and members of other special committees of the congregation.

#### ARTICLE V, CONGREGATIONAL MEETINGS

1. The Annual Meeting shall be held no later than April 1. The Moderator of the Session shall preside over the meeting. The President of the Board of Trustees, or other member appointed by the Moderator, shall preside over such corporation or budgetary discussion as may require the Moderator to absent himself.
2. Other Congregational Meetings may be called in accordance with the Form of Government of the Presbyterian Church, U.S.A. or upon presentation of the Session of a petition containing signatures of ten percent of the communicant members.
3. A quorum shall consist of ten percent of the communicant members.

#### ARTICLE VI, BUDGETARY PROCEDURE

1. The Board of Trustees shall prepare a budget each year after receiving budget requests from each Session chairperson. This budget will be modified and approved by the Session for submission to the Congregation at the Annual Meeting.
2. Any surplus in the general budget funds at the close of the year may be disbursed at the discretion of the Session.
3. The fiscal year of the church shall be the calendar year.

#### ARTICLE VII, AMENDMENTS

1. Amendments to these by-laws may be made at any Congregational Meeting, after intention to do so has been announced on two consecutive Sundays before the meeting.
2. These by-laws may be amended by a minimum of two-thirds vote of those present at the Congregational Meeting called for that purpose.