

BYLAWS OF THE PRESBYTERY OF YUKON
(Revised & adopted October 8, 2016)

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**BYLAWS OF THE PRESBYTERY OF YUKON
Presbyterian Church (U.S.A.)**

Mission Statement

The Presbytery of Yukon seeks to bear witness
by caring for and connecting local ministries
in the service of all God's creation.

B-1.0 ARTICLE I – IDENTITY AND AUTHORITY

B-1.1 The name of the presbytery shall be “Presbytery of Yukon, hereafter referred to as “Presbytery.” As a mid-council of the Presbyterian Church (U.S.A.), the Presbytery is subject to the provisions of the Constitution of the Presbyterian Church (U.S.A.).

B-1.2 When the term “the corporation” or “this corporation” appears herein, it means the Presbytery of Yukon, Inc., incorporated and existing under the non-profit corporation statutes of the State of Alaska.

B-1.3 The Constitution, these Bylaws, and other such authorities as the Presbytery may establish for itself, shall govern the structure and proceedings of the Presbytery.

B-1.4 The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern meetings of the Presbytery of Yukon and its Leadership Team, committees, and commissions, in all cases where applicable, and in which they are not inconsistent with the Constitution of the Presbyterian Church (U.S.A.), these Bylaws, or rules of order adopted by the Presbytery.

B-2.0 ARTICLE II – BOUNDARIES

B-2.1 The geographic territory of the Presbytery shall include all of the State of Alaska west of the 141st longitude.

B-2.2 The Presbytery shall be organized into two regions: (1) Road System and (2) Native Ministry congregations which includes Anchor Presbyterian Church.

B-3.0 ARTICLE III – MEMBERSHIP

B-3.1 The Presbytery is a corporate expression of the Church consisting of all the Presbyterian Church (U.S.A.) congregations within its bounds and teaching elders (Ministers of Word and Sacrament) on its rolls. The membership of the Presbytery shall be constituted as follows:

B-3.1a **Teaching elders (Ministers of Word & Sacrament)** enrolled in accordance with the *Form of Government* and other such authorities as the Presbytery may establish for itself.

B-3.1b Ruling Elder members

- Appointed by session to serve as presbytery elder commissioners, shall be enrolled as members of presbytery for their term of service.
- Other ruling elders enrolled during their term of service include
 - Organizational (ecclesiastical) officers
 - Voting members serving on the Leadership Team
 - Standing Committee/Commission moderators
 - Certified Christian Educators, serving in educational ministry within the presbytery

- B-3.1c **Commissioned Ruling Elders (CRE)** when their commission includes having the right to vote at meetings of the presbytery. Those CREs shall be counted as a ruling elder for purposes of parity.
- B-3.2 **For the purposes of parity**, the number of eligible voting ruling elders shall be at least equal to or greater than the number of eligible voting teaching elders (Ministers of Word and Sacrament) on the current roll including only those honorably retired teaching elders (Ministers of Word and Sacrament) who have attended at least one stated meeting during the previous two years. Any imbalance shall be redressed annually following the completion of the G.A. Annual Statistical Report.
- B-3.3 **Corporation Membership** shall consist of all those persons who would be eligible to vote at a duly constituted meeting of the Presbytery of Yukon, provided that they have reached the age of 18, in accordance with statutes of the State of Alaska.
- B-3.4 **Corresponding members:** Members of other presbyteries of the Presbyterian Church (U.S.A.) and ministers of congregations with which the Presbyterian Church (USA) is in full communion or in correspondence, attending meetings of the Presbytery, may be enrolled as corresponding members and granted voice, by majority vote.
- B-4.0 **ARTICLE IV – MEETINGS**
- B-4.1 Any stated or special meeting of the Presbytery shall be a meeting of the Corporation, and any business may be conducted that is appropriate to the Corporation.
- B-4.2 **Stated Meetings**
- B-4.2.a Presbytery shall have two stated meetings annually, with at least one face-to-face meeting. Stated meetings shall ordinarily be held as follows :
- Winter Meeting – Starting on the Fourth Friday of February
 - Fall Meeting – Starting on the First Friday after World Communion Sunday
- B-4.2.b The **Annual Meeting** of the Corporation shall be the first Stated Presbytery meeting of the year. Notice of the Winter Stated Meeting shall include the notice that the meeting is the Annual Meeting of the Corporation.
- B-4.2.c The place, hour, and medium of each meeting will be designated by the Presbytery Leadership Team. The place, date, and time of each meeting may be changed with due notice by vote of the Presbytery Leadership Team.
- B-4.2.d **Notice:** The Stated Clerk shall ensure that the call to a Stated Meeting is sent to members of Presbytery and clerks of session, not less than twenty-five (25) days prior to the date of the Stated Meeting.
- B-4.2.e The Sacrament of the **Lord’s Supper** shall be celebrated at all face-to-face stated meetings.
- B-4.3 **Special meetings**
- B-4.3.a The moderator shall call a special telephonic or videoconference meeting with the concurrence of two teaching elders (Ministers of Word and Sacrament) and two ruling elders, the ruling elders representing different congregations.
- B-4.3.b **Notice:** The Stated Clerk shall ensure that the call to a special meeting is sent to members of Presbytery and clerks of session, not less than fifteen (15) days in advance of the meeting. The call

shall set out the purpose of the meeting and no business other than that listed in the call, shall be transacted.

B-4.4 **A quorum** for a meeting of the Presbytery, whether stated or special, shall be not be less than 10% of enrolled members and no fewer than three (3) teaching elders (Ministers of Word and Sacrament) and three ruling elders, the ruling elders representing three different congregations.

B-4.5 Voting by Proxy shall not be permitted at meetings of the Corporation.

B-4.6 **Regional Meetings**

B-4.6.a The two regions of the Presbytery will meet three times per year. Two of these meetings shall be at the Stated Meetings of Presbytery. In order to facilitate the regional connections, Presbytery will set aside at least two hours at the Stated Meetings for regional connections.

B-4.6.b The primary purpose of the regional meetings to include fellowship, ruling elder training, workshops and discussions meant to encourage connections between ruling and teaching elders (Ministers of Word and Sacrament), planning common ministries, and being open to God's vision.

B-4.6.c Each region shall choose their own facilitator.

B-4.6.d Each region has the freedom to form task forces and to co-opt help for specific ministries and purposes.

B.5.0 **ARTICLE V – OFFICERS**

B.5.1 **Organizational (ecclesiastical) officers** of the Presbytery shall be Moderator, Moderator-Elect, Stated Clerk and Treasurer. These officers shall perform the duties prescribed by these bylaws, the Presbyterian Church (U.S.A.) Constitution, *Robert's Rules of Order, Newly Revised*, and other such authorities as the Presbytery may establish for itself.

B.5.1.a A **Moderator** shall ordinarily be elected at the Annual (Winter) Stated Meeting for a term of one year or until his/her successor is installed. S/he shall be installed and assume the duties of office at the close of the Winter Stated Meeting.

B-5.1.a(1) Should the office of Moderator become vacant, the Moderator Elect shall assume the office for the remainder of the term. Should the Moderator Elect serve as Moderator for a partial term, s/he may be nominated to serve as Moderator.

B-5.1.a(2) The Moderator may preside at Presbytery Leadership Team meetings when called upon by the Chair of the Leadership Team.

B-5.1.b(1) A **Moderator-Elect** shall be elected for a term of one year, ordinarily at the Annual (Winter) Stated Meeting. S/he shall assume the duties of office at the close of the Winter Stated Meeting. As far as possible, the Moderator-Elect will come from a geographic area of the Presbytery other than that of the Moderator or the previous Moderator.

B-5.1.b(2) The Moderator-Elect may preside at meetings of Presbytery when called upon by the Moderator and shall take up the duties of the Moderator upon the absence, demise, or request of the Moderator. The Leadership Team Chair shall serve as an alternate in the event the Moderator-Elect is unable to preside.

- B-5.1.c(1) The **Stated Clerk** shall be elected for a term of three years, ordinarily at the Annual (Winter) Stated Meeting. S/he shall assume duties of the office at the close of the meeting in which elected.
- B-5.1.c(2) There is no limit on the number of consecutive terms that may be served.
- B-5.1.c(3) The Stated Clerk shall serve as secretary to the Presbytery, clerk to the Presbytery Leadership Team, and as ex-officio member of the Ministry Commission.
- B-5.1.d(1) The **Treasurer** shall be elected for a term of three years ordinarily at the Annual (Winter) Stated Meeting. S/he shall assume the duties of the office at the close of the meeting in which elected.
- B-5.1.d(2) There is no limit on the number of consecutive terms that may be served.

B-5.2 Officers of the Corporation

- B-5.2.a Immediately upon adjournment of the Annual Meeting, or as soon thereafter as practical, a meeting of the Leadership Team, acting as the Board of Trustees, shall be held, at which time the Board shall elect from among its members a **President, Vice-President, Secretary, and Treasurer**. Ordinarily, the Leadership Team Chair shall be the President, the Presbytery Moderator Elect shall be the Vice-President, the Stated Clerk shall serve as the **Secretary** and registered agent of the Corporation, and the Presbytery Treasurer shall be the **Treasurer**.
- B-5.2.a(1) With the exception of the Secretary, each officer of the Corporation shall serve for one year and may be re-elected for as long as they are members of the Board.
- B-5.2.a(2) In accordance with state statute, two or more offices may be held by the same person, except the offices of President and Secretary.

B-6.0 ARTICLE VI – EXECUTIVE LEADERSHIP

- B-6.1 The Presbytery may elect an Executive Presbyter, as required by its mission, to serve as administrator, head of staff, facilitating plans and goals; communicator of mission; pastor of pastors; and taking responsibility for worship services during Stated Meetings of Presbytery. The Executive Presbyter shall be an ex-officio member of all committees, the Ministry Commission, Presbytery Leadership Team, and task forces without vote; and represent the Presbytery in ecumenical organizations.
- B-6.2 Nomination of the Executive Presbyter is by an executive nominating committee elected by the Presbytery which shall be representative of the whole Presbytery. The Leadership Team shall submit nominees for the committee to the Presbytery.
- B-6.3 The Executive Presbyter shall be elected by majority vote at a Stated Meeting of Presbytery. Dissolution will be in accord with other authorities which the Presbytery may establish for itself.

B-7.0 ARTICLE VII - LEADERSHIP TEAM

B-7.1 Leadership Team Responsibilities

- B-7.1.a The Presbytery Leadership Team shall be responsible for the overall direction, health and vision of the Presbytery, providing for the regular review of the functional relationship between Presbytery's structure and its mission.
- B-7.1.b The Leadership Team shall coordinate, plan, implement, and facilitate the work of the Presbytery beyond that which is delegated by the Constitution to the commissions and commissions of the

Presbytery. It shall have general supervision of the affairs of the Presbytery between meetings, making recommendations to Presbytery, and shall perform other duties as specified by these bylaws and Standing Rules. The Leadership Team shall be subject to the orders of the Presbytery:

- All of its actions shall be reported to the next stated meeting of the Presbytery;
- None of its acts shall conflict with actions taken by Presbytery, and
- Its criteria for action shall be the mission and vision statements of the Presbytery.

B-7.1.c The Leadership Team shall serve as the Board of Trustees of the Corporation, established under the Alaska Nonprofit Corporations Act, AS 10.20. As the Board of Trustees, the Leadership Team shall be responsible for managing the corporate affairs of the Presbytery.

B-7.1.d The Presbytery may, by these bylaws, assign to its leadership Team responsibility for action between meetings of Presbytery on such specific areas of its responsibilities as it shall deem appropriate for its mission, vision, and responsibilities.

B-7.2 **Leadership Team Members**

B-7.2.a(1) The Leadership Team shall be composed of the Leadership Team Chair, Moderator of Presbytery, Moderator-elect of Presbytery, Moderators of the Ministry Commission and the Stewardship Committee, and two ruling elder representatives from the Native Ministries region; one being the region moderator plus one other person, and a regional ruling elder representative from the road system.

B-7.2.a(2) **Ex-officio members** without vote are the Executive Presbyter, Stated Clerk, and Treasurer.

B-7.2.a(3) All voting members of the Leadership Team, the Stated Clerk, and Treasurer shall be directors of the corporation. The Leadership Team shall be composed of not less than four and no more eleven members, per Presbytery's amended Articles of Incorporation.

B-7.2.a(4) Commissioners to Synod, if not serving as voting members of the Leadership Team shall be given voice at Leadership Team meetings, but shall not be considered directors of the corporation.

B-7.2.b The **Chair** of the Leadership team shall ordinarily be elected at the Annual Meeting for a term of three years. S/he shall be installed and assume the duties of office at the close of the meeting in which elected. The Chair of the Leadership team is not eligible for re-election to a second consecutive term.

B-7.2.c(1) The Executive Presbyter, Stated Clerk, and the Nominating Coordinator will work together to nominate the Ministry Commission Moderator or Co-moderators, Nominating Committee Coordinator, Leadership Team Chair, and organizational officers. Presbytery will elect by majority vote at the annual meeting.

The regions will elect their own Leadership Team representation.

B-7.2.c(2)

B-7.2.d Vacancies occurring on the Leadership Team between annual meetings may be filled by the Leadership Team. The term of office of persons appointed shall expire at the time of the next Annual Meeting, when their successors shall be elected. In accordance with state statute, no vacancy may continue for a period longer than six months or until the next annual meeting of the members, whichever occurs first.

B-7.3 **Leadership Team Meetings**

B-7.3.a The Leadership Team shall meet face-to-face just prior to each stated meeting of Presbytery and at least one other time, at a time and place designated by the Chair. Immediately upon adjournment

of the Annual Meeting, or as soon thereafter as practical, the Leadership Team shall meet to elect corporation officers and conduct other necessary corporation business. Telephonic meetings may be called at other times by the Leadership Team Chair.

B-7.3.b A minimum one month's notice shall be provided for face-to-face meetings. A minimum one week notice shall be provided for other Leadership Team meetings.

B-7.3.c **Quorum** for the Leadership Team shall be a majority of the voting members.

B-7.4 **Committees of the Leadership Team**

B-7.4.a The Presbytery Leadership team shall have at a minimum, a **Personnel Committee** for Presbytery staff, a **Stewardship Committee** for fiscal matters, and a **Property Committee** for presbytery property matters.

B-7.4.b(1) The **Personnel Committee** shall have a minimum of four members, appointed to serve on three year rotating terms. Members may be elected to a second term, but shall not serve more than six consecutive years.

B-7.4.b(2) Members are nominated by the Chair of the Leadership Team in consultation with the Executive Presbyter and approved by the Leadership Team. The Personnel Committee reports to the Leadership Team, as needed.

B-7.4.b(3) The chair of the Personnel Committee shall be appointed from within the committee.

B-7.4.c(1) The **Stewardship Committee** shall consist of the committee moderator and at least one person appointed by each region.

B-7.4.c(2) The Stewardship Committee Moderator shall be either a ruling or teaching elder and appointed by the Leadership Team Chair in consultation with the Executive Presbyter.

B-7.4.d(1) The **Property Committee** shall consist of the committee moderator and at least one person appointed by each region.

B-8.0 **ARTICLE VIII: PERMANENT COMMITTEES AND COMMISSIONS**

B-8.1.a Permanent (Standing) Committees and Commissions shall be as follows: Ministry Commission, Nominating Committee, Committee on Representation, and Permanent Judicial Commission.

B-8.1.b Permanent Committees and Commissions shall carry out the duties as prescribed in the *Book of Order*, these bylaws, and other authorities as the Presbytery may establish.

B-8.2.a **Members** of permanent committees shall ordinarily be elected to three year terms at the Annual (Winter) Meeting. Members assume office at the close of the meeting in which elected. Members shall be divided into three classes.

B-8.2.b Members elected to serve an unexpired term shall assume office upon election and shall serve until the expiration of the term.

B-8.2.c No member may serve consecutive terms, either full or partial, aggregating more than six years.

B-8.2.d Additional, non-voting members may be co-opted as needed.

- B-8.2.e With the exception of the Permanent Judicial Commission, members of Standing Committees who do not attend for at least one year, shall be presumed to have resigned the position and the committee moderator shall notify the Nominating Coordinator and the Stated Clerk.
- B-8.3.a **Permanent Committee Moderators**
- B-8.3.a(1) Moderators of Permanent Committees shall call meetings not less than two times per year, and more often as required. Oversight and assurances of this minimum will be through quarterly conferences between the Executive Presbyter and the moderators.
- B-8.3.a(2) If a committee/commission moderator is unable to fulfill the moderator duties, including the scheduling of meetings, the Executive Presbyter will discuss with him or her, the possible necessity of appointing a temporary moderator from within the committee. If a replacement moderator seems appropriate to the Executive Presbyter, s/he will contact the Presbytery moderator. The Presbytery moderator may appoint a temporary committee moderator to serve until the next stated meeting of Presbytery.
- B-8.4.a **Quorum** for a permanent committee shall be a majority of its members.
- B-8.4.b Co-opted members are not voting members and shall not be included in the quorum count.
- B-8.5.a The **Ministry Commission** shall consist of at least ten members, composed of equal numbers of ruling elders and teaching elders (Ministers of Word & Sacrament), as possible. Co-moderators may be appointed as necessary, and if possible from the two regions of the Presbytery. The Stated Clerk and Executive Presbyter shall be ex-officio members without vote.
- B-8.5.b Regional sub-committees may be formed as necessary for elder training and other functions best served at the regional level.
- B-8.5.c The commission shall
 - Have care and oversight of teaching elders (Ministers of Word & Sacrament), Commissioned Ruling Elders (CRE), and Certified Christian Educators of the presbytery (CCE)
 - Facilitate the relations between the presbytery and its congregations, teaching elders (Ministers of Word & Sacrament), CREs, CCEs;
 - Help to settle difficulties on behalf of the Presbytery where possible and expedient.
 - Provide oversight of inquirers and candidates preparing to become teaching elders (Ministers of Word & Sacrament) and Commissioned Ruling Elders.
 - Have specific duties, as prescribed in other authorities as the Presbytery may establish.
- B-8.6.a The **Nominating Committee** shall consist of an overall committee coordinator and two regionally selected coordinators, one from each region.
- B-8.6.b The Committee shall be responsible for nominating members of all Presbytery permanent committees and commissions, and commissioners to General Assembly, Synod and ecumenical bodies.
- B-8.6.c Permanent committee moderators and members will be elected by Presbytery by majority vote.
- B-8.7.a The **Committee on Representation** shall consist of one member from each region, one of whom shall be the moderator.
- B-8.7.b The Committee shall fulfill the following functions, in accordance with the ‘Form of Government’:

- Advise the Presbytery regarding the implementation of principles of unity and diversity,
- Advocate for diversity in leadership,
- Consult with the Presbytery on the employment of personnel, in accordance with the principles of unity and diversity in the ‘Foundations of Presbyterian Polity.’

B-8.8.a Presbytery shall elect a minimum of seven persons to a Presbytery **Permanent Judicial Commission**, with the number of ruling elders and teaching elders (Ministers of Word and Sacrament), being as equal as possible. The Commission shall include members from each region, with no two ruling elders from the same congregation.

B-8.8.b The Permanent Judicial Commission moderator and clerk shall be selected by Commission members, when needed.

B-8.8.c The Commission shall perform the duties as prescribed in the ‘Rules of Discipline.’

B-9.0 **ARTICLE IX: TEMPORARY COMMITTEES AND COMMISSIONS**

B-9.1 **Judicial Process Committees**

B-9.1.a If the need arises, an **Investigating Committee** or **Committee of Counsel** shall be appointed by the Presbytery Moderator, in consultation with the Executive Presbyter and the Stated Clerk. A Committee of Counsel shall have no more than three (3) members. Per the ‘Rules of Discipline’ an Investigating Committee shall have no more than five (5) but no less than three (3) members.

B-9.2.a **Administrative Commissions**, other than the Ministry Commission shall be established by Presbytery action, except that Presbytery may give the Ministry Commission the authority to appoint commissions for ordination and installation and receiving candidates under care.

B-9.2.b An Administrative Commission of Presbytery shall be composed of ruling elders and teaching elders (Ministers of Word and Sacrament) in numbers as nearly equal as possible and sufficient to accomplish its work.

B-9.2.c The scope of an Administrative Commission’s powers and restrictions on those powers shall be stated specifically by the Presbytery. A commission may be assigned additional duties as a committee, which duties shall be reported and handled as the report of a committee.

B-9.3. **Other Temporary Committees, Task Forces**

B-9.3.a The Presbytery Moderator may appoint the following temporary committees at each Stated Meeting of Presbytery: **Resolutions** and **Mileage**.

B-9.3.b The Presbytery Moderator, in consultation with the Executive Presbyter, Leadership Team Chair, and/or the Stated Clerk may appoint individuals to other temporary committees or task forces as needed to expedite the work of Presbytery.

B-9.3.c Subcommittees or task forces may be formed for a specific purpose(s) by any committee. Committees shall provide oversight to such subcommittees and task forces. Persons appointed to serve only on subcommittees or task forces, have the authority to vote at the subcommittee/task force level, but not at the committee level.

B-9.4.a A quorum for temporary committees/commission meetings shall be a majority of voting members.

B-9.4.b Co-opted members are not voting members and shall not be included in the quorum count.

B-10.0 **ARTICLE X: RULES OF ORDER**

B-10.1 The Presbytery, Leadership Team, committees, commissions, and task forces may use mail, electronic mail, fax, or similar technology to act on time critical or non-controversial motions provided such means adhere to guidelines Presbytery has established for itself.

B-11.0 **ARTICLE XI- AMENDMENTS TO THE BYLAWS**

B-11.1 These Bylaws may be amended, subject to the Articles of Incorporation, the laws of the State of Alaska, and the Constitution of the Presbyterian Church (U.S.A.), at any stated meeting of Presbytery by a two-thirds vote of the members present, provided that the proposed amendment(s) are included in the call for the meeting.