

CONSTITUTION AND BY—LAWS
of the
FOSTER PRESBYTERIAN CHURCH OF TUKWILA, WASHINGTON
January, 2017

Foster Presbyterian Church located in Tukwila, WA, is a church and congregation of the Presbytery of the Northwest of A Covenant Order of Evangelical Presbyterians [ECO]. Founded in 1910 by the Presbytery of Seattle of the Presbyterian Church (USA) the congregation was dismissed from the PCUSA to affiliate with ECO at the end of 2016. Acknowledging that we are a part of the universal Church of Jesus Christ our purpose is summarized in the statement, *"To know Christ and to make Him known."*

These by—laws apply to the corporation and the Ecclesiastical Body of the Church. Foster Presbyterian Church is a non—profit corporation chartered by the State of Washington.

The unicameral form of government with a single body called the Session shall, under the guidance of the Holy Spirit, direct and govern the general administration, civil business and discipline of the church and shall tend to its spiritual welfare.

The following by-laws for Foster Presbyterian Church and corporation are hereby adopted:

1. Foster Presbyterian Church, being a part of the universal Church of Jesus Christ, recognizes that it exists for the glory of God and that it is to be guided by and obedient to God's Word, the Bible.
2. Foster Presbyterian Church, being ambassadors for Christ to a broken and needy world that is loved by God, recognizes its biblical mandate to uphold God's standards of righteousness, including the understanding of marriage as between one man and one woman.
3. Foster Presbyterian Church, as a Corporation, recognizes that it is subject to the Constitution and laws of the State of Washington.
4. The term "church", as used here, refers to the Foster Presbyterian Church and shall be understood to include the terms "congregation" and "corporation" unless otherwise specified.

5. Covenant Partners (Members)

- A. The Covenant Partners of the church shall be active in good standing as defined by the usages and rules of ECO {ECO Polity 1.0305}, regardless of age.
- B. Only Covenant Partners of the church shall be eligible to vote at all stated and special meetings of the church.

6. Meetings

A. Annual Meetings

There shall be a stated meeting of the church annually in the month of January to transact any business properly brought before the meeting at that time, to review Annual Reports, to review the budget for that year, to elect officers as well as members to that year's Nominating Committee. The time and place of the meeting shall be determined by the Session.

B. Other Special Meetings

Special meetings of the church may be called by the Session, by the Presbytery of the Northwest, or when requested by at least one-fourth of the Covenant Partners. The purpose of all special meetings shall be clearly stated in the call of such meetings and no other matter except that specified in the call may be considered.

C. Notice of Meetings

No meeting of the church shall be convened until notice of the time, place and purpose of the meeting has been announced from the pulpit and/or in the church bulletin on at least two (2) consecutive Sundays.

D. Quorum

A quorum for the transaction of business at a meeting of the church shall consist of at least twenty-five percent of the Covenant Partners of the congregation.

E. Order of Procedure

All meetings of the church shall be opened and closed with prayer. Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of order, except in those cases where the constitution of ECO provides otherwise.

F. Voting

All voting shall be in person; proxies shall not be recognized. Voting for the offices of elder and deacon shall be by secret ballot. Ballots shall provide for a yes or no vote on each candidate from the Nominating Committee, as well as any candidates nominated from the floor. Tellers shall consist of two members of the Nominating Committee.

G. Presiding Officer

(1) Ordinarily the moderator of the Session shall preside over all meetings of the church. In case the duly installed pastor is unable to be present, or if the pastor and the elders agree that the subjects to be discussed require it, or in case the office of pastor is vacant, a pastor of the Presbytery of the Northwest shall be invited by the Session, with the approval of the Presbytery's Department of Ministerial Relations, to preside.

(2.) On questions dealing with property, or other matters properly the business of the corporation, the Senior Member of the Board of Trustees shall preside. In the event of this elder's inability to preside, then the Trustee of the next class of elders shall preside.

H. Secretary of Meetings

The Clerk of Session shall be the secretary of all meetings of the church and/or corporation. In the event of the Clerk's inability to serve, the presiding officer of the meeting shall appoint a temporary secretary to serve instead.

7. Election of Pastor

In the event of vacancy in the office of pastor, the vacancy shall be filled in accordance with the guidelines of ECO. Although the church's Pastor Seeking Committee will do the research for potential candidates to fill the vacancy, the election of a new pastor must be done by the Covenant Partners at a congregational meeting.

8. Nominating Committee

Each year a Nominating Committee shall be chosen in the following manner: One (1) shall be elected from the Session by the Session. This elder will normally chair the Nominating Committee. One (1) member shall be elected from the Board of Deacons by the Deacons, and Three (3) shall be elected at the Annual Meeting from among the Covenant Partners (with none of the three currently serving on Session or the Board of Deacons). The moderator of Session shall also serve on the Nominating Committee, as an ex-officio member without vote. All members of the Nominating Committee shall be Covenant Partners of the church in good standing.

The Nominating Committee shall present to the Annual meeting nominations for each office to be filled in the Session and the Board of Deacons. The committee shall serve for a twelve-month period and shall present a name of an eligible person for election at any duly called meeting of the church when a vacancy exists in an elective office. Additional nominations of qualified persons for any elective office may be made from the floor by any eligible voter present. Each nominee must have agreed to serve in the office for which he or she shall be nominated.

9. The Session

A. Composition

The Session shall consist of elders, who shall be Covenant Partners of the church in good standing, duly elected to a term of active service on the Session, and the Moderator, who shall be the installed pastor, or in the case the office of pastor is vacant, a pastor appointed by the Presbytery of the Northwest.

There shall be six (6) elders, divided into three (3) classes of two (2) elders each. One (1) class shall be elected each year for a term of three (3) years. After having served one (1) full term, an elder shall not be eligible to serve a further term on the session until at least one (1) year shall have elapsed from the expiration of the term for which he or she has been elected.

B. Duties and Powers

The Session shall have the duties and powers, and be subject to the limitations and exceptions, set forth in the Polity of ECO {*Polity 1.06*} and these by-laws.

The Clerk of Session shall be chosen by the Session from the elders in the congregation for a term of service to be determined by the Session.

The full administrative responsibility of the church, both spiritual and corporate, shall rest with the Session.

The congregation shall elect from the Session three (3) trustees whose duties it shall be to transact any legal business of the congregation. Their term of office as a trustee shall terminate with the termination of their office as an active Session member, or at the will of the congregation. The trustees shall serve as a Board of Directors of the corporation formed by the congregation in accordance with, and subject to the laws of the state of Washington and the Polity of ECO. One trustee shall be elected from each class of the Session.

The Session shall see that an annual audit is done of the accounts and records of the Treasurer, the Financial Secretary, and all organizations of the church.

10. The Board of Deacons

The Board of Deacons shall consist of up to nine (9) Deacons, divided into three (3) classes of up to three (3) Deacons each. One (1) class shall be elected each year for a term of three (3) years. After having served one (1) full term, a Deacon shall not be eligible to serve a further term on the board until at least one (1) year shall have elapsed from the expiration of the term for which he or she shall have been elected.

The Board of Deacons shall elect a Moderator and Secretary from among its members. The Board of Deacons shall determine their responsibilities for serving the church under the oversight of the Session.

11. Treasurer

A Treasurer shall be appointed by the Session for a term of one (1) year and shall be eligible for reappointment.

The treasurer shall receive an accounting from the Financial Secretary of the funds and offerings of the church deposited, and shall keep account of sources and designations of funds received. He or she shall disburse funds as directed and duly authorized, and shall keep records of disbursements, taxes withheld from salaries and taxes paid.

The Treasurer shall keep account of funds and other resources of the corporation, depositing all important papers and documents in a bank safe deposit box.

The Treasurer shall monthly prepare a written report to the Session, and shall prepare for distribution a complete financial report at the close of each calendar year.

12. Financial Secretary

A Financial Secretary shall be appointed by the Session for a term of one (1) year, and shall be eligible for reappointment. Assistants will help the financial secretary.

The Financial Secretary shall receive and record all information essential to the keeping of accurate records of the pledges, contributions and offerings received, showing the objects and amounts thereof. He or she shall promptly transfer, remit and deposit all funds received to the account of the church Treasurer.

13. Officers of Organizations

Each officer of each board or organization of the church, elected or appointed subsequent to the adoption of these by-laws, shall be a Covenant Partner of the church in good standing, with the exception of the pastor who is a member of the Presbytery of the Northwest.

14. Salaries or Compensation

The Session shall determine what salaries or compensation shall be paid to any officer or employee. The salary or other compensations of the pastor shall be reviewed with the pastor annually, and shall at all times be approved by the congregation, with the concurrence of the Presbytery of the Northwest. The inclusion of the pastor's salary and other compensations will be in the annual church budget, reviewed by the congregation.

15. Fiscal Year

The fiscal year of the church shall be the calendar year.

16. Amendments

These by-laws may be amended, subject to the Articles of Incorporation and/or the Polity of ECO. Such amendments may be made at any annual meeting or at any special meeting called for that purpose, by a two-thirds (2/3) vote of the eligible voters present; provided that a full disclosure of the proposed changes shall be announced from the pulpit and/or in the church bulletin on at least two (2) consecutive Sundays.