



BYLAWS OF Presbytery of the Highlands of New Jersey

ARTICLE 1

Organization and Mission

- 1.1 Name and Organizational Structure: The Presbytery of the Highlands of New Jersey (hereinafter the “Presbytery” or the “Corporation”) is a nonprofit Corporation organized and existing under the laws of incorporation of the State of New Jersey under the provisions of the Title 16 Statute.
- 1.2 Bounds: The Presbytery is the corporate expression of the Presbyterian Church (U.S.A.) and consists of all the churches and teaching elders located in Hunterdon, Morris, Sussex and Warren Counties, Somerset County excluding Kingston and North Plainfield, and in Passaic County, the towns of West Milford, Ringwood, Bloomingdale, Wanaque, and Pompton Lakes, New Jersey.
- 1.3 Tax Status and Purpose: The Presbytery is an organization formed exclusively for religious purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.
- 1.4 Function: The Constitution of the Presbyterian Church (U.S.A.), *Robert’s Rules of Order, Newly Revised* (the most recent edition), and the Bylaws and the Manual of Operations shall be the effective rules of procedure for the Presbytery. The role and responsibilities of the Presbytery are detailed in the Book of Order, of the Presbyterian Church (U.S.A.).
- 1.5 Interpretation: These Bylaws shall be interpreted, to the extent possible, to maintain consistency with the Constitution of the Presbyterian Church (U.S.A.), including any amendments thereto. To the extent these Bylaws cannot be interpreted in a manner consistent with the Constitution of the Presbyterian Church (U.S.A.), including any amendments thereto, the Constitution of the Presbyterian Church (U.S.A.) shall control the proceedings of the Presbytery.

ARTICLE II

Membership and Meetings

- 2.1 Membership: Membership in the Presbytery shall be consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A) and the Presbytery’s Manual of Operations.
- 2.2 Roll: The roll of the Presbytery shall consist of all minister members of the Presbytery and each of the member congregations.
- 2.3 Each ruling elder elected moderator or vice moderator shall be enrolled as a member of the Presbytery for his/her term of office. Ruling elders elected to the administration and Coordinating Team, or moderator of a Standing Committee shall be enrolled as a member

of Presbytery for her/his term of office. Certified Christian Educators who meet the provisions of the Book of Order shall be enrolled as members of the Presbytery.

- 2.4 Quorum: The quorum for stated and special meetings of the Presbytery shall be eight minister members and ruling elder commissioners from at least eight different congregations.
- 2.5 Meetings: The Presbytery shall hold at least quarterly stated meetings with the time, date, and place to be set by the Administration and Coordinating Team. Announcement of the meeting and its location and the agenda shall be sent to churches at least two weeks prior to the meeting. All business appropriate to the Presbytery may be conducted at a stated meeting.
- Special Meetings: A special meeting of the Presbytery shall be called under the following conditions: The moderator shall call a special meeting at the request, or with the concurrence, of two teaching elder members and two ruling elders, the ruling elders representing different churches. Should the moderator be unable to act, any three teaching elders and three ruling elders, the ruling elders representing different churches, may call a special meeting. The Synod may direct the presbytery to convene a special meeting for the transaction of designated business. Notice of a special meeting shall be sent not less than ten days in advance to each teaching elder and to the session of every congregation. The notice shall set out the purpose of the meeting and no other business than that listed in the notice shall be transacted.
- 2.6 Electronic Meetings: Electronic meetings of the Presbytery shall be conducted under the provisions in the Presbytery Manual of Operations:
- 2.7 Manual of Operations: The Manual of Operations shall define the membership, terms, and responsibilities of all elected and appointed bodies of the Presbytery. The Manual of Operations may be amended by the majority vote of the members at a stated meeting or at a special meeting called for such purpose.

ARTICLE III

Officers

- 3.1 The Officers of the Presbytery shall be Moderator, Vice-Moderator, Stated Clerk, and Treasurer. The specific responsibilities and terms of these officers are detailed in the Constitution of the Presbyterian Church (U.S.A.), *Robert's Rules of Order, Newly Revised* (the newest edition), and/or the Manual of Operations of the Presbytery.
- 3.2 Moderator: The Moderator is elected for a term of one year and presides at all meetings of the Presbytery.
- 3.3 Vice-Moderator: The Vice-Moderator is elected for a term of one year. In the event of resignation or death the Vice-Moderator shall assume the office and serve out the remainder of that term and shall be eligible to be elected for a full term as moderator. The Vice-moderator may preside at meetings of the presbytery at the invitation of the moderator.
- 3.4 Stated Clerk: The Stated Clerk is elected by the presbytery as specified by the terms described in the Manual of Operations.
- 3.5 Treasurer: The Treasurer must be a ruling elder or minister. The Treasurer is elected for a term specified by the terms described in the Manual of Operations.

- 3.6 Officers of the Corporation: Officers of the Corporation shall be the President, Secretary, and Treasurer. All officers shall be elected by the Presbytery for a term as specified in the Bylaws or Manual of Operations.

ARTICLE IV

Teams, Committees and Entities of the Presbytery

- 4.1 The mission and ministry of the Presbytery shall be carried out by teams, committees, and entities as required by the Constitution of the Presbyterian Church (U.S.A.), the Bylaws, and/or Manual of Operations. As specified in these Bylaws, teams, committees, and entities of the Presbytery may be commissioned to carry out specific responsibilities on behalf of the Presbytery. The Manual of Operations provides specific details on how ministry and mission of teams and committees are carried out in the Presbytery.
- 4.2 Teams, committees, and entities: In accordance with the Book of Order the Presbytery shall maintain a Permanent Judicial Commission and a Committee on Representation. Various Teams and Commissions will provide the required functions of the Presbytery. Delegation of Presbytery powers to Teams or Commissions will be noted in their descriptions in the Manual of Operations.
- 4.3 The Presbytery may create or eliminate additional teams, committees, and entities as it deems appropriate. Provision for establishing and organizing teams and committees is described in the Manual of Operations.

ARTICLE V

Nominations and Elections

- 5.1 The Committee on Representation shall be consulted to ensure that nominees represent the diversity of the Presbytery.
- 5.2 The Nominating Committee shall nominate persons to all elected positions except for the Nominating Committee, the Treasurer, the Stated Clerk, and the staff of the Presbytery. These elections will follow the process as listed in the Manual of Operations.
- 5.3 If an elected commissioner to the Synod or General Assembly is unable to serve, an alternate Minister, ruling elder, or Young Adult Advisory Delegate (YAAD) is not available, and a stated meeting of the Presbytery will not occur prior to the scheduled meeting of the Synod or General Assembly, the Nominating Committee shall, in consultation with the Moderator and the Stated Clerk, select another commissioner to attend.
- 5.4 The Presbytery, as specified in the Manual of Operations, shall nominate persons to serve on the Nominating Committee.

ARTICLE VI – AMENDMENTS

6.1 These Bylaws may be amended, subject to the laws of the state of New Jersey and the Constitution of the Presbyterian Church (U.S.A.), by approval of the Presbytery at any stated or special meeting called for this purpose at which a quorum is present, by a two-thirds majority of those present and voting, provided that a full reading of the proposed changes or a printed distribution of the same shall have been given at the previous stated meeting at which a quorum was present. 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.) or in violation of the laws of the state of