

B-1.0000, ARTICLE I NAME, OBJECT, AND CORPORATION

B-1.0100, NAME

The Presbytery of the Northern Plains is a corporate expression of the Presbyterian Church (U.S.A.) consisting of all the particular churches and ministers of the Word and Sacrament within the boundaries of the State of North Dakota, the counties of Becker, Clay, Kittson, Mahnomon, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau in the State of Minnesota, and the city of Fairview, Montana, with the exception of any particular Churches and ministers within this territory which are members of the Presbytery of Dakota.

B-1.0200, OBJECT

This Presbytery exists for the purpose of fulfilling the mission given to it by our Lord Jesus Christ. In accordance with the rules of the Presbyterian Church (U.S.A.), our purpose is advanced as we:

- a. Order and administer our life together.
- b. Respond to the needs expressed by governing bodies, organizations, and/or individuals beyond ourselves.
- c. Oversee, encourage, and guide the lives, ministries, and missions of our constituent particular churches.
- d. Develop policies and strategies as a basic unit of mission with responsibilities for particular ministries.
- e. Cooperate with other churches in ecumenical ventures.

B-1.300, MISSION STATEMENT

The mission of the Presbytery of the Northern Plains as we seek to be a faithful witness to the good news of Jesus Christ, is three-fold:

To CARE for the congregations and members of Presbytery by providing guidance, encouragement and resources for their ministries;

To CONNECT congregations and members of Presbytery with one another and with the church beyond our denominational and geographical bounds;

To CHALLENGE the congregations and members of Presbytery with a vision of faithfulness so that, with God's help, our witness on the plains can grow.

B-1.301 COVENANT RELATIONSHIPS

As an integral part of mission, Presbytery of the Northern Plains has entered into covenantal relationships with Chogoria (Kenya) Presbyteries of East Africa and the University of Jamestown.

Chogoria: The covenant, adopted by both Presbyteries in 2001, affirms that the Presbytery of the Northern Plains and the Chogoria Presbytery have committed themselves to partnership in order to be "mutually encouraged by each other's faith" (Romans 1:12 NRSV) and thereby strengthened in our ministries. This partnership is intended to provide to both parties a variety of gifts through building a relationship through exchanging knowledge, through prayer for one another, through sister congregations, and by engaging in joint activities. We seek to display the unity in Jesus Christ which bridges even the divisions of culture, race, language, and geography.

University of Jamestown: The covenant affirms that the University of Jamestown is an institution of higher education intentionally related to the Presbyterian Church (U.S.A.) through its Synod of Lakes and Prairies and Presbytery of the Northern Plains. This historic relationship originated on October 31, 1883, with an action by the Presbytery of Red River. Each subsequent covenant between the University and the Church

has reconfirmed the historic mission of the University to provide a learning community within which excellence of intellect, scholarship and character can be modeled and cultivated within the context of the Christian faith.

B-1.0400, CORPORATION

The Presbytery of the Northern Plains is incorporated under the laws of the State of North Dakota Century Code, Chapter 10-33.

B-1.0401, TRUSTEES

The trustees of the corporation are the members of the Leadership Pod. Its chairperson, vice-chairperson, secretary, and treasurer shall serve correspondingly as officers of the corporation.

B-2.0000, ARTICLE II MEMBERSHIP

B-2.0100, MINISTERS

All ministers of the Word and Sacrament who have been officially received into its membership shall be continuing members.

B-2.0200, TEMPORARY MEMBERS

Persons qualifying under the following provisions are eligible to be enrolled as temporary members, during the time of such qualification:

- a. Ruling elders elected as Moderator and Vice-Moderator of Presbytery, chairpersons of the Pods, Task Leaders, Stated Clerk of Presbytery, Treasurer of Presbytery, and chairpersons of standing committees, shall be enrolled.
- b. Ministers of the Word and Sacrament of other denominations serving in this Presbytery, who qualify under the provisions of G-2.0506 may be enrolled upon the recommendation of the Care for Pastoral Leaders Pod and approval by Presbytery.
- c. Commissioned ruling elders holding commissions from this Presbytery. (Approved. April 1998, March 2013)

B-2.0300, RULING ELDER COMMISSIONERS

Whenever the Presbytery meets, each particular church shall be eligible to be represented by a ruling elder or ruling elders, according to the following provisions:

- Under 100 members: 1 elder
- 101 - 300 members: 2 elders
- Over 300 members: 3 elders

B-2.0400, CORRESPONDING MEMBERS

Ministers of the Word and Sacrament or ruling elders in good standing in other bodies of this Church or in any other Christian Church, who are present at any meeting of the Presbytery, may be invited to sit as corresponding members, with voice but without vote.

B-2.0500, OTHER

Privilege of the floor with voice but without vote shall be granted to persons residing in the Presbytery who are:

- a. Former Moderators of this Presbytery.
- b. Certified Christian Educators (G-2.1103).
- c. Other persons in certified church service. (G-2.1101)

B-3.0000, ARTICLE III OFFICERS AND THEIR DUTIES

B-3.0100, MODERATOR

A Moderator shall be elected and installed prior to the annual meeting of the Presbytery and shall assume office on January 1st of the following year. The term of office shall be for two years or until the successor shall have been named. A Moderator shall be eligible to serve a second two-year term, but shall not serve more than four consecutive years.

It shall be the duty of the Moderator to preside over all the meetings of the Presbytery and to be the vice-chairperson of the Presbytery Leadership Pod. The Moderator shall see that all business is conducted in accordance with the provisions of The Constitution, and these Bylaws, and the most recent edition of *Robert's Rules of Order Revised*. The Moderator shall appoint such committees or task forces as are authorized by action of the Presbytery for which no other provisions have been made. Between Presbytery meetings upon recommendation of the Care for Congregation Pod the Moderator of Presbytery shall appoint moderators for churches without pastors and report such actions to the next meetings of Presbytery. The Moderator shall be a voting member of the Leadership Pod.

Between Presbytery meetings the Moderator, upon the request of the Stated Clerk and following consultation with the Vice-Moderator and the Stated Clerk, shall be authorized to appoint an Investigating Committee in accordance with D-10.0201b of the Rules of Discipline of the PC (U.S.A.).

B-3.0200, VICE-MODERATOR

A Vice-Moderator shall be elected and installed prior to the annual meeting of the Presbytery and shall assume office on January 1st of the following year. The term of office shall be two years and shall be eligible to serve a second two-year term, but shall not serve more than four consecutive years.

The duties of the Vice-Moderator shall be to serve in the absence of the Moderator, or when requested to do so by the Moderator at Presbytery Meeting. The Vice-Moderator shall be responsible for the spiritual leadership/growth of the Presbytery. The Vice-Moderator shall be in charge of the arrangements for Presbytery's worship and communion services and shall perform such other duties as assigned by the Moderator. If the office of moderator shall become vacant, the vice-moderator shall assume that office for the remainder of the term. When the office of vice-moderator becomes vacant the nominating committee shall nominate a candidate at the next Presbytery meeting. The Vice-Moderator shall be a voting member of the Leadership Pod.

B-3.0300, STATED CLERK

A Stated Clerk shall be elected at the annual meeting at which the term of office expires. The newly elected Stated Clerk shall assume the duties of that office on March 1 following the election, in order to give the previous Stated Clerk time to complete the annual reports. The term of office shall be three years. Presbytery may re-elect the Stated Clerk to additional terms if it so desires. A review and evaluation of the Stated Clerk's performance shall be made annually by Presbytery Leadership Pod- which shall also make a recommendation concerning the Stated Clerk's salary to the Treasurer. The Presbytery shall determine this salary upon recommendation from the Leadership Pod at the fall stated meeting. The Stated Clerk shall function in accordance with the Book of Order, G-3.0104, these Bylaws, and a Presbytery-approved position description. The Stated Clerk shall be a member of the Leadership Pod.

In conjunction with the Leadership Pod, the Stated Clerk shall ensure the Presbytery has adequate insurance coverage and that the session records are annually reviewed. Between meetings of Presbytery the Stated Clerk shall be authorized to transfer members from the closed church membership rolls of the Presbytery to

the rolls of another church at the request of the member and shall report such actions to the next meeting of Presbytery.

B-3.0400, TREASURER

A Treasurer shall be elected at the annual meeting of the Presbytery. The term of office shall be three years. Presbytery may elect the Treasurer for additional terms if it so desires. The Treasurer is responsible to Presbytery. The Treasurer shall be the custodian of all funds of the Presbytery and for oversight of all investments, including the endowment funds, and to recommend to Presbytery the appropriate use of such funds. The Treasurer's books shall be subject to a full financial review in accordance with G-3.0113 each year prior to the annual meeting. The Treasurer is responsible for all treasurer functions for the Presbytery income and expenditure accounts, and for oversight of all investments. The Treasurer shall oversee the work of the bookkeeper, making sure that appropriate fiscal policies are followed. The Treasurer shall provide financial assistance in maintaining staff services for the Presbytery, and to present to the Presbytery and its particular churches the budgets devised to meet these needs.

The Treasurer shall be a member of the Leadership Pod, and shall provide resources to the Leadership Pod on budget and real property issues. The Treasurer shall make recommendations about investment policy. The Leadership Pod may, from time to time, designate the officer or officers, agent or agents who shall, from time to time, be authorized to sign and endorse checks on behalf of the Presbytery. The Treasurer shall present an oral and written report to each Presbytery meeting, prepare year-end financial statements, and participate in an annual audit report of the Presbytery's books.

B-3.0500, ADMINISTRATIVE STAFF

In conformity with G-3.0110, the Presbytery shall employ such administrative staff as it may desire and is required by the mission of the Presbytery. All such staff shall be accountable to the Presbytery through the supervision and support of the Leadership Pod.

B-4.0000, ARTICLE IV MEETINGS

B-4.0100, STATED MEETINGS (June 2012)

The Presbytery shall meet two times each year in the spring and fall. The spring meeting will be the annual meeting. The budget will be approved at the fall meeting.

B-4.0101, Meeting Places

The place for each stated meeting of Presbytery shall be determined in advance by the Presbytery upon recommendation of the Leadership Pod.

B-4.0102, E-Meeting

Presbytery is authorized to meet by electronic communication media so long as all members may simultaneously hear each other and which allows for an opportunity for members to share in a contemporaneous discussion prior to any vote.

B-4.0200, SPECIAL MEETINGS

Special Meetings may be called as needed for the work of the Presbytery. The Moderator shall call a special meeting at the request, or with the concurrence, of two ministers of the Word and Sacrament and two ruling elders, the ruling elders being of different churches. Should the Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call. If both the Moderator and Stated Clerk are unable to act, any three ministers of the Word and Sacrament and three ruling elders, the ruling elders being from different

churches, may call a special meeting. Notice of a special meeting shall be sent out not less than ten days in advance to each minister of the Word and Sacrament and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.

B-4.0300, CHANGE OF PLACE OR TIME OF MEETING

Whenever it shall become necessary to change the time or place of any stated meeting of the Presbytery, the Moderator and Stated Clerk, shall be authorized to secure another time and/or place of meeting, and to issue a call for that meeting according to the rules for calling a special meeting.

B-4.0400, WORSHIP

Each stated meeting shall include a communion service.

B-4.0500, QUORUM OF PRESBYTERY

A quorum of the Presbytery shall be any three ministers of the Word and Sacrament members and the ruling elder members present, provided that at least three particular churches are represented by ruling elders.

B-5.0000, ARTICLE V PODS

There shall be five Pods: Care for Congregations Pod, Care for Pastoral Leaders Pod, Leadership Pod, Mission Pod, and Preparation for Ministry Pod. All responsibilities and actions of the Pods shall be subject to Presbytery review. Pod leaders and task leaders shall be elected for one year, renewable terms. New tasks and task leaders may be added to a Pod without Presbytery approval for up to a period of one year, after which time Presbytery shall review such addition and act on its continuance. All Pods shall report at each stated meeting of the Presbytery.

B-5.0100, PURPOSE

The Presbytery shall elect Pods, for the purpose of coordinating its mission and program and for undertaking such other specific tasks as the Presbytery may from time to time choose to assign to them.

B-5.0200, CARE FOR CONGREGATIONS POD

The Pod shall work with congregations to maintain a healthy environment between congregations, with pastoral leaders, and with other congregations.

B-5.0201, Membership

The Care for Congregations Pod shall have a chair elected by the Presbytery. It shall have such other task leaders and members as are required to carry out its responsibilities.

B-5.0202, Responsibilities

The responsibilities of this Pod shall include, but not be limited to, working to secure session moderators, assisting churches with pastoral leadership, working with other Pod Chairs when conflicts arise between a congregation and their pastoral leader, and providing mediation for congregations.

B-5.0300, CARE FOR PASTORAL LEADERS POD

The Pod shall work with ministers of the Word and Sacrament, Commissioned and Trained Ruling Elders, and other Pastoral Leaders.

B-5.0301, Membership

The Care for Pastoral Leaders Pod shall have a chair elected by the Presbytery. The Minister of Pastoral Care will be part of this Pod. It shall have such other task leaders and members as are required to carry out

its responsibilities.

B-5.0302, Responsibilities

This Pod shall be responsible for, but not limited to, the process by which pastoral leaders enter and leave the Presbytery and shall have the powers described in G-3.0307. This Pod shall also be responsible for the continuing education of ministers of the Word and Sacrament and to approve annually the status of at-large members and validated ministries.

B-5.0400, LEADERSHIP POD

The Pod will work to foster a joint working relationship between all leadership within the Presbytery by assuring duties required by the Book of Order and the Presbytery are completed and relaying important communication throughout the Presbytery.

B-5.0401, Membership

B-5.0401a, Voting Members

Voting Members shall be: Chair of the Pod; the Moderator of the Presbytery (who shall be vice-chairperson of the Pod); the Vice-Moderator of Presbytery; the Treasurer of the Presbytery; the chairpersons of the Care for Congregation Pod, Care for Pastoral Leadership Pod, Mission Pod, Preparation for Ministry Pod, Committee on Representation, and Nominating Committee. It shall have such other task leaders and members as are required to carry out its responsibilities. Non-Voting members shall be the Stated Clerk, who will serve as secretary to the Pod, and the Presbytery Leader.

B-5.0402, Responsibility

The Pod shall handle and consider only such administrative and programmatic business as may be referred to it by the Presbytery. It may make recommendations concerning such administrative and programmatic business as may come to its attention during the intervals between meetings of the Presbytery.

The Pod shall have these additional responsibilities:

- a. To direct the work of employed administrative personnel, and to terminate or accept, between stated meetings of the Presbytery, the resignation of administrative staff. To ensure all personnel issues are being addressed and annual reviews are completed of all Presbytery staff.
- b. To consider and act upon requests from particular churches for permission to take the actions regarding real property described in G-4.02 and P-200.01.
- c. To prepare the docket of business for the meeting of the Presbytery.
- d. To develop, prepare, and propose the Presbytery's budget and to supervise the receipt and distribution of funds.
- e. In fulfillment of the requirements of F-1.0403, to nominate for election by Presbytery the members of Presbytery's Nominating Committee.

B-5.0500, MISSION POD

The Pod shall oversee the mission of the Presbytery.

B-5.0501, Membership

The Mission Pod will have a chair elected by the Presbytery. Representatives from the Ministry Teams, Presbyterian Women, Self-Development of People, University of Jamestown, and Clearwater Forest may be part of the membership.

B-5.0502, Responsibility

The Pod shall be responsible for, but not limited to, developing strategy for the mission of the church within the Presbytery's geographic area, consistent with G-3.0000, and to recommend to the Presbytery appropriate

actions to initiate mission in the light of the larger strategy of the Synod and the General Assembly. To consult with the Synod concerning the overall mission needs of the Synod.

The Pod will consider and act upon all proposals by non-profit groups for appeals for monies or the solicitation of funds within the bounds of Presbytery. It will fill, on a temporary basis between meetings of the Presbytery, vacancies that occur in the agencies of the Presbytery.

B-5.0550, PREPARATION FOR MINISTRY POD

The Pod will function in accordance with the Book of Order, G-2.06, Preparation for Ministry.

B-5.0551, Membership

The Preparation for Ministry Pod will have a chair elected by the Presbytery. It shall have such task leaders and members as are required to carry out its responsibilities.

B-5.0552, Responsibilities

The Pod shall be responsible for the care, following, and oversight of the inquirers and candidates for ordination or commissioned ministry.

B-5.0600, MEETINGS

The Pods shall hold at least three stated meetings annually. Notice of Pod meetings shall be transmitted at least 10 days before the date of each meeting. Pods and their task forces and committees are authorized to meet and vote by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and which allows for an opportunity for members to share in a contemporaneous discussion prior to any vote. A quorum shall consist of one-third of the membership of the Pod, task force, or committee.

B-5.0700, VOTING BY EMAIL OR MAIL

If a Pod or a governing body as described in P-6.0000 has debated a matter at a meeting but lacks certain, specific information, upon receipt of that information, a vote by e-mail may be taken if authorized at that meeting. Any voting member without access to e-mail shall be allowed to vote by telephone or regular mail. If any voting member at the meeting objects to an e-mail vote, the vote must be taken at the next scheduled meeting.

B-6.0000, ARTICLE VI

PODS, COMMITTEES, COMMISSIONS AND PRESBYTERY REPRESENTATIVES

Members elected to serve on Presbytery Pods, Committees of the Presbytery, and those elected to positions representing the Presbytery or their congregations have a responsibility to active participation in their elected positions. This includes attendance at scheduled meetings, prior preparation and participation at those meetings, and reporting to the body they represent following a meeting. Failure of a member to actively participate in an elected position is grounds for Presbytery to consider seeking a replacement for that position. The meeting and voting provisions set forth in section B-6.0100, Standing Committees, shall apply to all entities covered by this section.

B-6.0100, STANDING COMMITTEES

The members of the Standing Committees shall be nominated by the Nominating Committee for election by Presbytery. All committee terms shall be for three years unless otherwise noted. Members of the Standing

Committees shall be ineligible to serve more than two consecutive terms or consecutive portions of terms. The term of a member who replaces another member whose term has not expired shall be for the remainder of the term. The full term of a committee member shall begin on January 1st in the year following their election. The chair of the committee shall be determined by the members of the committee. All committees may co-opt additional persons as advisory members without vote. The quorum of any committee shall be one-third of the elected members, except where the Form of Government provides otherwise. Committees of Presbytery may meet and vote by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and which allows for an opportunity for committee members to share in a contemporaneous discussion prior to any vote.

B-6.0101, Committee on Representation

A Committee on Representation shall be elected in conformity with G-3.0103 and have the responsibilities described there. It shall consist of three members who shall be nominated by the nominating committee and elected by presbytery. In order to stagger the terms, the initial members shall serve one-, two- and three-year terms, respectively. (March 9, 2013)

B-6.0104, Nominating Committee

A Nominating Committee shall be elected in conformity with G-3.0111. It shall consist of seven members apportioned equally among three classes. The responsibilities of this committee shall be those described in G-3.0111. The Nominating Committee shall prepare a slate of candidates for all open, elected positions in the Presbytery and may recommend members to ministry teams.

B-6.0200, SPECIAL COMMITTEES OR TASK FORCES

Special committees or task forces may be appointed by the Presbytery, in areas such as, but not limited to, leadership development, social concerns, mission advocacy, higher education, and youth, to carry out specific tasks, at the conclusion of which (as represented by their final report to the Presbytery) they shall cease to exist. If the Presbytery has a Self-Development of People Committee (SDOP) its membership shall be constituted to comply with national requirements to qualify for national grants and shall be accountable to the General Assembly through the national SDOP.

B-6.0300, ADMINISTRATIVE COMMISSIONS

The Presbytery may appoint, as needs arise, administrative commissions to execute the matters described in G-3.0109. Such commissions shall be appointed and report according to the requirements of G-3.0109. The quorum for such commissions shall be a majority of the members.

Between meetings of Presbytery when legal action has been initiated affecting the Presbytery the Moderator in consultation with the Stated Clerk, and Chair of the Leadership Pod, shall be authorized to appoint an administrative commission to respond to the legal action. The authority of the administrative commission shall be specifically set forth upon its appointment. Such commissions should be appointed in accordance with the requirements of G-3.0109.

B-6.0400, REPRESENTATIVES TO ECUMENICAL AGENCIES

The Presbytery may appoint, as needs arise, persons to serve on task forces of ecumenical agencies. Such representatives shall be elected by Presbytery upon nomination by the Nominating Committee. Such appointees shall report to Presbytery through an existing Presbytery agency designated for this purpose at the time of the election of the appointees.

B-6.0500 MINISTRY TEAMS

To facilitate and enhance the work of the Presbytery, persons may gather themselves around an issue or area of ministry for which they have a passion and concern. Normally, such teams should consist of a minimum

of three people from three different congregations in the presbytery and should apply to the Mission Pod for recognition. In doing so, the new team should offer a brief description of its purpose, its membership, and what, if anything, it is expecting from the Presbytery. Once recognized, the ministry team shall submit a written report of its activities at least semi-annually to the Mission Pod. If a team is receiving funds from Presbytery, it must meet, either in person or electronically, at least twice annually. These meetings must have minutes which indicate a quorum was present and voted on the use of fund. Each Ministry Team shall designate voting representation to Mission Pod. The Mission Pod shall submit an annual report to Presbytery, indicating which ministry teams are actively complying with the above guidelines. (February 5-6, 2010; March 9, 2013)

B-7.0000, ARTICLE VII PERMANENT JUDICIAL COMMISSION

In accordance with D-5.0000, a Permanent Judicial Commission shall be elected. It shall consist of seven members with ministers of the Word and Sacrament and ruling elders in numbers as nearly equal as possible. The term of office shall be six years. Any vacancy may be filled by the Presbytery at its next meeting by the election of a person for the remainder of the unexpired term. There shall be three classes of members, one of which shall be elected two years after the preceding class has been elected. No person who has served on the Permanent Judicial Commission for a full term of six years shall be eligible for re-election. The Moderator, Stated Clerk, or any member of the Presbytery Staff shall not serve on the Permanent Judicial Commission. The powers and procedures of the Permanent Judicial Commission shall be specified in D-5.0000.

In the event that the need for either a Committee of Counsel (D-6.0302) or an Investigating Committee (D-10.0201) rises in the interim between meetings of Presbytery, the Moderator and Stated Clerk, acting jointly, are authorized to appoint either of these committees. Should either the Moderator or the Stated Clerk be a party to the issue creating the need for the appointment, the other shall make the appointment acting jointly with the chairperson of the Leadership Pod. One of the members of either of these committees should be a trial lawyer.

B-10.0000, ARTICLE X RESIGNATION FROM OFFICE

B-10.0100, RESIGNATIONS

Any person elected to an office, who is or becomes unable to perform the duties of that office, shall submit a resignation in writing to the Stated Clerk, who shall present the resignation to the Presbytery at its next Stated Meeting for consideration. Members of Presbytery agencies who move outside the bounds of Presbytery will automatically, as of the date of such a move, be considered to have resigned from any Presbytery office held. When a Presbytery officer, staff, ecumenical representative, or a member of a Pod fails to perform the duties to which they were elected for a period of one year, such failure shall be reported to the Stated Clerk who shall report it to the Presbytery as a vacancy.

B-11.0000, ARTICLE XI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Presbytery in all cases which they are applicable and in which they are not inconsistent with the Constitution of the Presbyterian Church (U.S.A.), these Bylaws, and any special rules of order the Presbytery may adopt.

B-12.0000, ARTICLE XII AMENDMENTS AND SUSPENSION

These Bylaws may be amended at any stated meeting of the Presbytery by a 2/3 vote, provided that the amendment has been submitted in writing at the previous stated meeting, or was distributed in written form in connection with the calls for the meeting.

Temporary suspension of these bylaws may be made at any stated meeting by a two-thirds vote for a particular issue at that meeting only, as provided in the Book of Order. Temporary suspension of the Bylaws may be made for a period longer than a single meeting, provided that a resolution containing the specific Bylaws to be suspended, and the period of time of the suspension was submitted in writing at the previous stated meeting, or was distributed in written form in connection with the call for the meeting and is passed by a two-thirds vote of that stated meeting of Presbytery. (February 5-6, 2010)