

**ST. MARK PRESBYTERIAN CHURCH
OF THE PRESBYTERIAN CHURCH (U.S.A)
BY-LAWS FOR THE CORPORATION**

Adopted:	October 26, 1997
Revised:	November 11, 2001
Name Corrected:	April 12, 2010
Revised:	January 29, 2017

1. The By-laws for the corporation of ST. MARK PRESBYTERIAN CHURCH, of Boerne, Texas, shall always be subject to the Constitution and Laws of the State of Texas and to the Constitution of The Presbyterian Church (U.S.A.).
2. The members of the corporation shall be the persons listed on the active roll, maintained by the Clerk of the Session, of St. Mark Presbyterian Church, Boerne, Texas.
3. The corporation shall have the following powers: to receive, hold, encumber, manage, and transfer property, real or personal, for the church; to accept and execute deeds of title to such property; to hold and defend title to such property, all subject to the authority of the session and under the provisions of the Constitution of the Presbyterian Church (U.S.A.), provided further that in buying, selling, and mortgaging real property, the Trustees shall act only after approval of the members of the corporation granted in a duly constituted meeting. The session may charge the Trustees with such additional responsibilities for the supervision of church property, as they deem necessary. The powers and duties of the trustees shall not infringe upon the duties of the session or the board of deacons.
4. The officers of the corporation shall be the Trustees. There shall be no less than three Trustees elected by the members of the corporation to staggered three years terms to that one third of the Trustees, or approximately one third if not evenly divisible, shall stand for election each year. However, each Trustee shall continue to serve until their successor has been duly elected and installed. Only members of the corporation who have been ordained as elders in the Presbyterian Church (U.S.A.) shall be eligible to serve as Trustees.
5. The trustees shall elect from their members a chairman and a secretary for the corporation.
6. The session shall form a Representative Nominating Committee in accordance with the Book of Order and the By-Laws of the St. Mark Congregation. The Representative Nominating Committee shall present to the Annual Meeting, or a Special Meeting, of the Corporation nominations of no more than one eligible person for each trustee office to be filled. Nominations of qualified members may be made from the floor by any eligible voter during the meetings.
7. There shall be an annual meeting of the corporation to receive the report of the Trustees and for the transaction of any other business properly coming before such meetings as specified and limited in the By-Laws of the St. Mark Congregation, the Book of Order and the laws of the State of Texas. The annual meeting shall be held each year immediately following the adjournment of the annual meeting of the Congregation.

8. Special meetings of the corporation may be called by session as requested by the Trustees, or when directed by the session or when directed by Mission Presbytery. All such calls shall state clearly the purpose of such meeting, and no other matter save that specified in the call may be considered.
9. Public notice of all meetings of the corporation shall be given on two successive Sundays. The meeting may be convened following notice given on the second Sunday.
10. The presiding officer at all meetings of the corporation may be designated by the Trustees; however, the members may elect an eligible member to serve as presiding officer at the meeting. The secretary for each meeting may be designated by the Trustees; however, the members may elect an eligible member to serve as secretary for the meeting.
11. The quorum for all meetings of the corporation shall be one tenth of the members on the active roll of St. Mark Presbyterian Church.
12. Motions in corporation meetings shall be decided by simple majority. When there is a tie vote, the presiding officer shall put the question a second time. If there is a tie vote again, the motion is lost. Voting by proxy is not allowed.
13. The minutes of each meeting shall be attested to by the residing officer and the secretary and shall be entered in the minute book of the Trustees.
14. The Trustees shall be responsible to maintain the legal papers and records of the corporation. They may seek legal counsel to examine the Articles of Incorporation filed with the Secretary of State of the State of Texas and other necessary legal papers to insure that all necessary filings for the legal standing of the corporation are correct and up-to-date.
15. The financial records and accounts of the Trustees shall be open to the inspection of the members of the corporation except that the giving records shall be restricted.
16. In accord with the Book of Order, the Trustees shall insure that a full financial review of all books and records relating to the finances of the corporation is conducted at least once a year by a public accountant or public accounting firm or a committee of members versed in accounting procedures. Such auditors shall not be related to the treasurer.
17. The Trustees shall report periodically, no less than annually, to the Session of St. Mark Presbyterian Church the condition of the corporation and the state of its property, real and personal, and the financial activities of the corporation. The report shall include financial statements prepared under generally accepted accounting principles. Trustees may include such other matters in their report as they deem appropriate to keep the session informed.
18. The Trustees shall report annually to the members of the corporation the condition of the corporation and the state of its property, real and personal, and financial activities of the corporation. The report shall include financial statements prepared under generally accepted accounting principles. Trustees may include such other matters in their report as they deem appropriate to keep the members of the corporation informed.

19. These by-laws may be amended at any duly constituted meeting of the corporation so long as the proposed changes are published in the church bulletin for four Sundays immediately prior to the scheduled meeting date and in the church newsletter at least 30 days prior to the scheduled meeting date and are made a part of the call for the meeting.