

BYLAWS OF THE RIVERSIDE PRESBYTERIAN PARISH

June 1, 2025

SECTION 1 **AFFILIATION**

The Riverside Presbyterian Parish of Carson/Oakland, Iowa, has been called by God to proclaim the good news of Jesus Christ through worship, study, and fellowship in our congregation, the community, and throughout the world. The Riverside Presbyterian Parish is a member of the Presbyterian Church (USA) and recognizes that the Constitution of said Church is, in all its provisions, obligatory upon it and its members.

SECTION 2 **ANNUAL MEETINGS**

There shall be an annual concurrent meeting of the congregation and the corporation of the Riverside Presbyterian Parish, as directed by the *Book of Order* of the Presbyterian Church (USA).

- A. Public notice of the time, place, and purpose of all meetings of the congregation shall be given on at least two regular, successive services of worship prior to the meeting.
- B. The pastor shall preside at all meetings of the congregation. If the pastor is unable to preside, or if the church is without a pastor, a person authorized by the presbytery shall serve as moderator.
- C. The clerk of the Session shall act as secretary for all meetings of the congregation. If the clerk is unable to attend, the congregation shall elect a clerk for that meeting.
- D. All members on the active roll of the Riverside Presbyterian Parish shall be entitled to vote at meetings of the congregation and corporation.
- E. Voting by proxy is not allowed.
- F. Meetings shall be conducted in accordance with the *Book of Order* adopted by the General Assembly of the Presbyterian Church (USA), so far as they apply, and when they do not apply, according to *Roberts Rules of Order (Newly Revised)*.
- G. All meetings shall be opened and closed with prayer.
- H. A quorum shall consist of the moderator, secretary, and 20% of the eligible voters of the congregation of the Riverside Presbyterian Parish.

SECTION 3 **SPECIAL MEETINGS**

Special meetings of the congregation may be called by the Session or by the Presbytery, or upon a written request made to the Clerk of the Session by 20% of the eligible voters of the congregation of the Riverside Presbyterian Parish. Such calls shall state clearly the purpose of such special meeting, and no other matter than that specified in the call may be considered.

SECTION 4

SESSION

The Session shall be comprised of six ruling elders divided into three equal classes, one class of whom shall be elected each year at a congregational meeting for a three-year term. No elder shall serve on the Session for consecutive terms, either full or partial, aggregating more than six years; and shall be ineligible to be elected to a new term until one year shall have elapsed.

- A. Vacancies on the session may be filled at a special meeting of the congregation or at the annual congregational meeting, as the Session may determine.
- B. The Session shall have all powers described and conferred upon it pursuant to the *Book of Order* of the Presbyterian Church (USA).
- C. The members of the Session shall be the trustees for the corporation.
- D. The Session shall hold stated meetings at least quarterly. The moderator shall call a special meeting when he or she deems necessary.
- E. A quorum for Session meetings shall consist of the moderator and two ruling elders.

SECTION 5

NOMINATING COMMITTEE

There shall be a representative nominating committee consisting of four members of the church.

- A. Two members shall be elders designated by the Session, currently serving on the Session.
- B. There shall be two members selected from the congregation at large and elected by the congregation at a congregational meeting.
- C. The nominating committee shall bring to a congregational meeting a slate of nominations of eligible persons for each office to be filled. This slate of nominations shall be presented to the congregation at two regular, successive services of worship prior to the meeting. Additional nominations of qualified persons may be made from the floor of the congregational meeting by an eligible voter, providing the consent of such nominees has been obtained prior to nomination.

SECTION 6

MANUAL OF OPERATIONS

The Session shall maintain a Manual of Operations. This Manual shall include provisions pertaining to a treasurer(s), financial reviews, or any additional committees deemed necessary by the session.

SECTION 7

AMENDMENTS

The Bylaws may be amended at any annual or special meeting of the congregation by a two-thirds vote of the qualified voters, a quorum being present, provided that a full reading of the proposed changes and a printed distribution of the proposed changes has been made and the proposed changes are not in conflict with the *Book of Order*.

ARTICLES OF INCORPORATION
OF
Riverside Presbyterian Parish

WHEREAS, the members of the Congregation of Riverside Presbyterian Parish met at a special corporate meeting on June 1, 2025 and adopted the Articles of Incorporation of the Church as follows:

I. NAME

The name of the Corporation shall be Riverside Presbyterian Parish.

II. PURPOSE

The Corporation is formed for the purpose of setting forth the powers and duties of the session and any other boards formed and operating under the Bylaws of the Corporation and for providing for the transaction of business and temporal affairs of the Congregation.

III. EXISTENCE

The Corporation shall have perpetual existence.

IV. MEMBERSHIP

The membership of the Corporation shall be composed of the members of the Congregation of Riverside Presbyterian Parish admitted to such membership in accordance with the government and discipline of the Presbyterian Church (USA) of which the Congregation of Riverside Presbyterian Parish is a part. The current congregation is comprised of members from Carson Presbyterian Church and Oakland Sharon Presbyterian Church.

V. POWERS

The Corporation shall have all lawful powers. The management of the business and temporal affairs of the Corporation shall be vested in the Corporation's Board of Session as provided by the Bylaws.

VI. PROPERTY

POWER TO SELL AND ENCUMBER PROPERTY The Corporation shall have power to sell, mortgage and convey its real property in such manners as may be provided by the Statutes of the State of Iowa in such case made and only upon vote of the congregation. Property belonging to this congregation is held in trust for the use and benefit of the Presbyterian Church (USA) The congregation shall not sell, mortgage or otherwise encumber any of the real property and it shall not acquire real property subject to an encumbrance or condition without the prior written permission of the Presbytery transmitted through the Session of the congregation. This congregation shall not lease its real property used for purposes of worship, or lease for more than five (5) years any of its other real property without the prior written permission of Presbytery transmitted through the Session of the congregation. Action of the corporation not in accordance with this provision shall be void.

VII. BYLAWS

The Board of Session shall have power to adopt Bylaws for the conduct and management of the business and temporal affairs of the Corporation not inconsistent with these Articles of Incorporation, subject to the approval of the congregation.

VIII. AMENDMENTS

These Articles of Incorporation may be amended by majority vote of the members of the Corporation present and voting at any Annual Meeting or any Special Meeting called for that purpose.

IX. REGISTERED OFFICE and REGISTERED AGENT

The registered office of the Corporation shall be located at 304 Broadway Street, Carson, Iowa, 51525, and the current Registered Agent is Rick Lockwood.

CERTIFICATE OF AMENDMENT TO CERTIFICATE OF INCORPORATION

The undersigned hereby certifies that Riverside Presbyterian Parish, a Corporation organized and existing under and by virtue of the laws of the State of Iowa at a duly held meeting on June 1, 2025, adopted by a majority vote of the members of the Congregation these Articles of Incorporation.

Dated this 1st day of June, 2025.

Riverside Presbyterian Parish

By: _____
Rick Lockwood, President of the Corporation

Attest: _____
Lu Potter, Clerk of Session