***ALABAMA SYNOD***

***CONSTITUTION***

***AND***

***BY-LAWS***

**REVISED JULY 2011**

**ARTICLE I**

**Name**

The name of this organization shall be **The Alabama Synod,** consisting of the following six

Presbyteries: Birmingham Presbytery, Florence Presbytery, Huntsville Presbytery, South

Alabama Presbytery, Tennessee Valley Presbytery, and Tuscaloosa Presbytery.

**ARTICLE II**

**Purpose and Mission**

**Section 1. Purpose:** The purpose of The Alabama Synod is set forth in the Cumberland

Presbyterian Church in America Constitution, Section 8.0 Synod, ***Confession of Faith***, 2001 Edition.

**Section 2. Mission Statement:** The mission of The Alabama Synod as a synod of the General Assembly of the Cumberland Presbyterian Church in America has the oversight and

responsibility to function pursuant to the Constitution of the Confession of Faith and more

specifically to:

1. Examine and decide appeals, protests, and referrals regularly sent up from the Presbyteries,
2. Review the records of the Presbyteries, redress whatever they may have done contrary to order, take effectual care that they observe the government of the church and obey the injunctions of the higher judicatories,

c. Organize, divide; dissolve Presbyteries, when deemed expedient,

d. Appoint persons to such work as may be under Synod's jurisdiction,

e. Formulate budgets and assign shares to the Presbyteries,

f.In general, to order with respect to the Presbyteries, Sessions, and Churches under its care according to the government of the church, whatever may seem to edify the church;

g. Settle differences regarding church property and its use, upon appeal,

h. Concert measures for promoting the prosperity and enlargement of the churches within its bounds; and,

i**.** Propose to the General Assembly (GA) such measures as may be of common advantage to the entire church

j. Submit to the General Assembly (GA) records of its proceedings for review and approval, and other information that maybe requested by the GA.

**ARTICLE III**

**Members, Attendance, Resignation**

**Section 1. Membership:** The membership of The Alabama Synod shall consist of the **Ministers and Elders** of the six Presbyteries, Article I above and as set forth in the Constitution, Section 8.0, paragraph 8.1 and 8.2, Confession of Faith, 2001 Edition. (Elders elected as Church Session representative within the Presbyteries and Ordained Ministers within the Presbyteries).

**Section 2. Attendance Requirement:** All ordained ministers and elder representatives from the church sessions are required to attend the annual meetings of the Synod. A written communication regarding member's inability to attend these meetings is required prior to the date of the meeting. If a church session fails to send a representative to the meeting or and ordained minister fails to attend and have not sent a writtencommunication to the Stated Clerk prior to the meeting,the Synod shall report their absence to their Presbytery for such action as the Presbytery may deem appropriate.

**Section 3. Resignation:** When a member of a board or committeeresigns a position or in the case of death of a member who serves on a board or committee, the Presbytery to which the member belonged shall recommend to the Synod a person to fill the position.

**ARTICLE IV**

**Officers and Duties**

**Section 1. Name:** The officers of The Alabama Synod shall be Moderator, Vice-Moderator, Stated Clerk, and Engrossing Clerk. A Minister or Elder may fillthe office of Moderator and Vice-Moderator. Elders asModerator and Vice Moderator must be elected representatives to the Synod at the time of election and during each year of service.

**Section 2. Moderator's Duties:**

1. The Moderator shall perform those duties set forth in the Rules of Order, Section 1.0 Moderator, ***Confession of Faith.***
2. The Moderator shall have authority to appoint all selected/ad hoc committees as deemed necessary by the Synod, and or the Executive Board.
3. The Moderator shall bean advisory member of all boards and committees and shall have the privilege of attending their meetings as his/her schedule permits.
4. The Moderator shall visit each Presbytery of The Alabama Synod during his/her term of office.
5. The Moderator shall make an annualwritten report to the Synod on his/herofficial activities as Moderator.

**Section 3. Vice-Moderator's Duties:** The Vice-Moderator shall serve in the absence of the Moderator and shall perform those duties set forth in the Rules of Order, Section 2.0 Vice-Moderator, and ***Confession of Faith.***

**Section 4*.* Stated Clerk's Duties:**

1. The Stated Clerk shall perform such duties as outlined in the Rules of Order, Section 3.0 Stated Clerk, Confession of Faith, and as prescribed by the Synod.
2. The Synod's Executive Board shall prescribe such other duties as may be required and or necessary due to the Stated Clerk's responsibility to the Executive Board.
3. The stated Clerk shall record the minutes of each session of the Synod and shall have sufficient copies printed and mailed to each member (Ministers and Church Sessions) of the Synod within 90 days following the meeting of the Synod.
4. The Stated Clerk shall notify members of meetings and other official business of the Synod, and record all votes pertaining to the business of the Synod.
5. The Stated Clerk shall receive reports from all boards and committees by June 1 of each year sothat copies may be incorporated into the Preliminary Minutes and mailed to the members.

f. The Stated Clerk shall make arrangements for administrative support as needed for the Synod meetings.

g. The Stated Clerk shall perform other duties assigned by the Moderator or the Synod.

**Section 5. Engrossing Clerk's Duties:**

1. The Engrossing Clerk shall serve under the direction of the Stated Clerk as the official recorder of the minutes of the Synod.
2. Thee Engrossing Clerk shall serve a Stated Clerk pro-tem during the absence of the Stated Clerk.
3. The Engrossing Clerk may be assigned other duties at the will of the Stated Clerk as may be approved by theSynod.

**ARTICLE V**

**Nomination, Voting, Election, Term of Office, and Compensation**

**Section 1. Nominations:** Nominations and elections shall be according the Confession of Faith, "Rules of Order" 11.0 - 12.0.

1. Nominations shall be made by the Nominating Committee and may be made from the floor by any voting member of the Synod.
2. Nominating Committee should be elected by the Synod unlessits composition is determined by these Bylaws.
3. After a motion to close the nominations is duly made and seconded, two votes must be taken: the first vote to close the nomination and the seconded vote to elect the nominees.

**Section 2. Voting:**

a.Voting is normally by voice, by show of hands, by standing, or ballot.

b. When more than one person has been nominated, voting shall be by secret ballot. A group of representatives, under the direction of the Stated Clerk, shall count the ballots. The Stated Clerk shall certify the count. (Each ballot may be read aloud so that other members may tally if they so desire).

c. If more than two persons have been nominated and no nominee receives a majority of the votes counted, the vote shall be taken in the same manner on the leading nominees who together received a majority of the total vote cast on the preceding ballot.

**Section 3. Election**. The election shall be made at the time the Nominating Committee makes it report and the elected shall assume office at the close of the Synod. The majority vote of the membership present is necessary to elect one to an office.

**Section 4**. **Term for Officers:**

1. **Moderator and Vice-Moderator** - Theelected Moderator and Vice-Moderator are elected to serve a one-year term and are eligible for re-election for one more term. He/She may not serve than two consecutive years in the sameoffice.
2. **Stated Clerk and Engrossing Clerk** - The Stated Clerk and Engrossing Clerk shall be elected for a term of three years, and may succeed himself/herself. The term for each of these offices shall begin August 1 and expire in three years on July 31. There shallbe no limit to the number of terms the Stated Clerk and Engrossing Clerk may serve.

**Section 5. Term for Boards/Committees Members:** The term of office for elected boards and standing committee’s members shall be three-year term, not to exceed nineconsecutive years on any one board or standing committee. A member cannot serve on more than one board or standing committee simultaneously. After coming off a board or committee the member must remain off for one year and may be elected again to serve on the same board or committee for the same number of terms granted to new members.

**Section 6. Compensation:** The elected officers shall be compensated as set forth in the approved Synod financial plan for the current year. The amount of compensation shall include as appropriate, but limited to, the cost of travel lodging, and meals during the year, but not the annual meetings of the Synod.

**ARTICLE VI**

**Organizational Structure and Composition**

**Section 1. Organizational Structure:** The organizational structure of The Alabama Synod shall consist of Boards, Standing/Select Committees, and Auxiliaries as follows:

**a. Boards:**

1. AlabamaSynod Executive Board (ASEB)

2. Board on Stewardship and Finance

3. Board on Judiciary

**b. Standing Committee:**

1.Committee on Nominations

**c. Select Committees:**

1.Committee on Audit

2. Committee on Records

3. Committee on Memorial

4. Committee on Statistics

5. Committee on Communications

6. Committee on Resolutions/Resolutions of Thanks

**d. Auxiliaries:**

1.Sunday School Convention

2. Cumberland Presbyterian Youth Fellowship (CPYF)

3. Missionary Society

4. Junior Missionary Society

**Section 2. Composition:** The Synod shall elect the membershipcomposition of boards and standingcommittees. The members of the Judiciary Board and Nominating Committee shall be ministersand elders only.

**ARTICLE VII**

**Budget, Annual Reports, Vacancies, and Limitations**

**Section 1. Annual Budget.** The Alabama Synod (boards, standing committees, and auxiliaries) shall operate on a unified budget. The boards, standing committees, and auxiliaries shall submit their documented annual line-item budget requirements to the Stewardship/Finance Board. The Stewardship/Finance Board shall prepare and submit a consolidated annual line-item budget to the Synod. This budget must be based on and fit within the anticipated income of the Synod. The Synod's income is an assessment of 1% of each Presbytery's gross income. The ASEB hereby have authority to record any changes in these line-items to the Synod

**Section 2. Annual Reports.** Boards, standing committees, and auxiliaries shall prepare and submit a report of their activities, achievements, and future plans to ASEB at the planning meeting held on the first Saturday in May each year. The report shall also include the names of the officers and members of the group, their term of service according to class, and a recommendation for re-election of eligible members. The report will be reviewed by the ASEB and consolidated into the Preliminary Minutes and mailed to members at least 30 days before the annual meeting of the Alabama Synod.

a. The reports of the Moderator, Stated Clerk, Boards, and Standing Committees shall be referred to appropriate select committees for considerations.

b. Judiciary Board, Commissioners, and Select/Adhoc Committees shall be reported on the floor to the Synod for consideration.

**Section 3. Vacancies.** The Moderator is hereby authorized to fillall vacancies, elected or appointed, occurring between annual meetings of the Alabama Synod. Vacancies shall be immediately reported to the Stated Clerk. In fillingvacancies, the Moderator should consider persons from those Presbyteries that may not have any person serving on the boards or committees where the vacancies occur. The appointed individuals will serve until the next upcoming annual meeting.

**Section 4. Limitations**. AllBoards, Commissioners, Standing Committees, Select/Adhoc Committees are under the jurisdiction and control of the Alabama Synod, none of their actions shall conflict with actions of the Alabama Synod, and the Alabama Synod must approve all their actions.

**ARTICLE VIII**

**Boards and Standing Committees Composition, Function, and Authority**

**Section 1. Alabama Synod Executive Board (ASEB):**

1. **Composition.** The ASEB shall consist of the following fourteen (14) members, which include representatives from each Presbytery. It shall have four officers - Moderator, Vice-Moderator, Stated Clerk, Engrossing Clerk, and Chaplain. The Moderator may designate the Chaplaincy to any member of the Board.
2. Moderator of the Alabama Synod
3. Vice-Moderator of the Alabama Synod
4. Stated Clerk
5. Engrossing Clerk
6. Birmingham Presbytery
7. Florence Presbytery
8. Huntsville Presbytery
9. South Alabama Presbytery
10. Tennessee Valley Presbytery
11. Tuscaloosa Presbytery
12. Chairperson of the Board of Stewardship/Finance (Non-Voting Member)
13. **Function/Responsibilities**:
14. Plan the agenda for annual meeting of the Synod
15. Make sure that the goals of committees and auxiliaries are consistent with the goals of the Synod and the General Assembly.
16. Provide information in writing to other boards, committees, and auxiliaries concerning actions of the Synod that may impact their works.
17. Study the organization of the Synod and propose changes as deemed necessary.
18. Review the reports and projects of boards, committees, and auxiliaries and make recommendations to the Synod.
19. Be responsible for the properties of the Synod
20. Review, along with the Board of Stewardship/Finance, the budget requests of boards, committees, and auxiliaries, and as deemed necessary make recommendations to the Synod.
21. The normal agenda and order of business, subject to change, for the ASEB shall be set forth in the Rules of Orders, Section 7.0, ***Confession of Faith.***

**c. Authority.** The ASEB is hereby authorized and empowered to act on behalf of the Alabama Synod when the Alabama Synod is not in session and a "called" meeting of the Synod is not feasible in accordance with these Constitution and Bylaws of the Alabama Synod. It reports directly to the Alabama Synod. All functions not lodged in the boards and standing committees are assigned to ASEB.

**Section 2. Board on Stewardship and Finance:**

1. **Composition.** The Board on Stewardship/Finance shall have ten (10) members: one representative from each of the sixPresbyteries, one member at large, and three members of the Banking Sub-Committee. The Banking Sub-Committee operates under the direction of the Board of Stewardship/Finance and is delegated day-to-day responsibilities for financial accountability.  **The Board of Stewardship and Finance** shall have three officers - chairperson, recorder, and chaplain. These officers shall be elected annually following the annualmeeting of the Alabama Synod.

**b. Function/Responsibilities:**

1. It shall concentrate mainly on systematic stewardship practices.

2. Receive all budget requests from boards, standingcommittees, and auxiliaries of the Synod.

3. Formulate upcoming/projected annual unified line-item budget based on assessments received from the Presbyteries.

4. Allocate funds by line-item to boards, standing committees, and auxiliaries based upon availability of h d s and their needs/request.

*5.* Coordinate the allocated funds with ASEB prior to presentation to the Synod.

*6.* Present unified line-item budget to Alabama Synod for final approval.

7. Communicate to boards, standing committees, and auxiliaries their approved annual budget for the beginning new year.

8. Receive financial reports from the Committee on Banking.

9. Demonstrate responsible conduct of fiscal duties under the laws of a civil society.

10. Establish policies and procedures to keep the Alabama Synod solvent.

11. Establish a Sub-Committee (Committee on Banking) comprised of three (3) persons and when possible one from each Presbytery within the same proximity. The compelling cause is for the individuals to meet regularly to carry out the duties of reconciling the bank statements and associated functions, issuingchecks with two signatures, and workout of the office of the denomination center without expensive travel cost.

12. All members of the Sub-Committee (Committee on Banking) shall be bonded.

13. The Sub-Committee (Committee on Banking) shall receive all monies of the Synod.

14. All checks shall be drawn over the signature of any two of the three persons on the Sub-Committee (Committee on Banking). The Moderator may be one of the persons when necessary.

15. The Sub-Committee (Committee on Banking) shall pay all and only approved (by Chairpersons or Moderator as appropriate) vouchers.

16.The Sub-committee (Committee on Banking) shall receive and deposit all funds of Alabama Synod.

17**.** The Sub-Committee (Committee on Banking) shall track expenditures on all boards, standing committee, and auxiliaries.

18.The Sub-Committee (Committee on Banking) shall prepare financial reports and submit copy to each board, standing committee, and auxiliaries.

19. The Sub-Committee (Committee on Banking) on all financial reports shall list each check issued, showing to whom and for what purpose, and a receipt for each check must be on file.

20. Receipt for reimbursement must be official and submitted prior to receiving the check.

21. The Sub-Committee (Committee on Banking) has the authority to ensure complete accountability for all expenditure of funds and to pay only properly completed vouchers.

**c. Authority**. This board shall have full responsibility for allocating, approving, managing, and controlling all financial matters of the Alabama Synod.

**Section 3. Board on Judiciary**

1. **Composition.** The Board of Judiciary shall be comprised of thirteen (13) persons consisting only of ordained ministers and elders. It shall have three officers - chairperson, recorder, and chaplain. To be prepared to perform the functions under the Rules of Discipline when required, the board shall establish from its members two sub-committees consisting of five (5) members each: (1) Judiciary Committee and (2) Disciplinary Commission.

**b. Function/Responsibilities.**

1. It shall interpret the laws described by the ***Confession of* Faith**, the polityand governance of the Cumberland Presbyterian Church in America,and the Constitution and Bylaws of the AlabamaSynod.

2. Consider all judicial issues submitted by Presbyteries of the Alabama Synod. Such issues shall pertain to the Constitution and Bylaws of the Synod, the General Assembly or the ***Confession* of *Faith****.*

3. The board shall have at least four (4) of its members 'in attendance at each annual meeting of the AlabamaSynod to advise on all judicial questions, which may be referred to such members for advice and counsel.

**c. Authority.** The board ishereby authorized to investigate and render decisions on issues brought before it. Its decisions, however, may be reviewed and reversed by the ASEB or by the Synod.

**Section 4**. **Committee on Nominations:**

1. **Composition.** This committee shallbe comprised of seven (7) persons consisting only of ordained ministers and elders elected from each Presbytery and one member at large. It shall have three officers - chairperson, recorder, and chaplain.
2. **Function/Responsibility.**

1. It shall have the responsibility of nominating to the Alabama Synod qualified persons to fill all vacancies of elected offices, boards and standing committees.

2. The committee shall consider thebackground and spiritual character of the person it presents to the Synod for election to an office on anyboard or standing committee.

3. It shall receive from the Stated Clerk all recommendations for upcoming vacancies that have been submitted by Church Sessions and others.

4. Any member of the Alabama Synod, at the time of election, may make nominations from the floor provided personal consent of the person being nominated has been obtained.

1. **Authority.** This committee shallhave the full responsibility of ensuring that a slate of officers is nominated for an election and nominees to fill all boards and standing committees vacancies.

**ARTICLE IX**

**Select Committee, Regular, Other, Chairperson, Function**

**Section 1. Regular Select Committee:** Theselect committee as set forth in Article VII, Section 1, paragraph c, shall be the regular select committees of the Alabama Synod. They shall be appointed by the Moderator, in consultation with the Stated Clerk, to consider and make recommendations on reports and other matters that may be referred to them.

**a. Committee on Audit:** This committee shall accomplishthe following:

1. List transactions done since the last meeting of the Synod.

2. Account for all bank statements.

3. Verify bank statements or discrepancies found.

4. Check the annualreport for the following:

a. Title of Report

b. Reporting Period

c. Date Prepared

d. Beginning Balance

e. Balance on Hand

f.Total Receipts

g. Disbursements

h. Total of Disbursements

i. Proper Signatures

j. Verification of Reports of all Accounts

5*.* Make a written report to the Synod regarding the existence and condition of all its properties.

**b. Committee on Records:** This committee shall examine the books of the Presbyteries as follows:

1. Appropriateness of minutes of meeting.

2. Appropriate ledger or record book approved by the Synod.

3. Appropriateness of the contents of minutes for:

a. Dates of Meetings

b. Locations of Meetings

c. Types of Meetings

d. Presiding Officer of each Meeting

e. Signatures of Stated Clerk and the Moderator

f. Presbytery approval of Minutes

g. Manner in which business was conducted

h. Adjournment

4. Check to see that copies of the proceedings indicate:

a. Rolls of minutes and Church Session

b. Statistical Data on Ministers and Congregations

c. Method of Dismissals

d. Finance Report

e. Records of Permanent Boards, Committees and Members that constitute an organized Church as mandated by the General Assembly

5. Check the Presbytery's response to the Summary of Actions of the General Assembly.

6. Check for information that may be relevant to the history of the Presbytery

7. Report all findings to the Synod

**c. Committee on Memorial and Resolution of Thank This committee** shall accomplish the following:

1. Obtain the names from the Stated Clerk of ministers and elders who deceased since the last meeting of the Alabama Synod.

*2.* Make a report to the Synod regarding the name of the deceased brothers and sisters.

3. Conduct a Memorial Service.

**f. Committee on Statistics:** It is the duty of this committee to accomplish the following:

1. Verify the number of churches in each Presbytery and the numerical size of each congregation, including ministers.

2. Verify the records of baptism of each church in the Presbyteries

3. Verify deaths in churches in the Presbyteries.

4. Observe changes in church populations (increase or decrease).

5. Observe dismissals of ministers by cause

6. Verify the number of ordinations of ministers conducted by each Presbytery.

7. Assure the accuracy of all figures submitted to the Presbyteries by local congregations relative to church growth, spiritual development, and operational matters.

8. List the names of all churches that fail to submit Congregational forms for review.

**Sections 2. Other Select Committees:** The Alabama Synod, at will, may create other select committees as the need arises,and the Moderator, in consultation with Stated Clerk, will appoint the committees and provide instructions.

**Section 3. Chairperson:** The first person named on a committee shall be considered the chairperson unless otherwise specified. However, once convened the committee, if it desire mayselect a new chairperson.

**ARTICLE X**

**Special Rules**

**Rule 1. Membership Eligibility.** All ordained ministers of the Alabama Synod and elders in good standing are eligible for membership to boards and standing committees of the Synod.

**Rule 2. Attendance of Meetings**. If a member of a board or standing committee misses two consecutive meetings, except for providential hindrances, his/her membership to the board or committee shall automatically be nullified. The chairperson of the board or committee shall report this to the ASEB and the Moderator, in consultation with the particular Board/Committee, shall appoint someone else to serve in the position until the next meeting of the Synod.

**Rule 3. Limit to Membership.** A member of theAlabama Synod can serve only on one board or committee at a time.

**Rule 4. Vacancies on Boards and Standing Committees.** The Moderator is hereby authorized to fill all vacancies occurring between meetings of the Synod. Vacancies shall be immediately reported to the Stated Clerk. In fillingvacancies, the Moderator should consider persons from those Presbyteries that may not have any person serving on the boards or committees where the vacancies occur.

**Rule 5. Ecclesiastical Commissioners.** Only ordained ministers and shall serve as ecclesiastical commissioners.

**Rule 6. Retiring Moderator.** The retiring Moderation shall serve until the close of the annual meeting of the synod at which time the newly elected Moderator shall begin service.

**ARTICLE XI**

**General Rules**

**Rule 1. Alabama Synod Year.** The Synod fiscal year shall begin August 1 and end July 31.

**The Rule 2. Resolutions.** Allresolutions related to the general enterprise of the Church shall be referred to appropriate board or standingcommitteefor recommendation to the body of the Synod.

**Rule 3. Presbytery Records.** Each Presbytery is responsible for havingits Stated Clerk send it records to the Synod for review and examination.

**Rule 4. Review of Reports of Boards, Standing Committees, and Commissioners**

1. The reports of the Moderator, Stated Clerk, Boards, and Standing Committees shall be referred to the appropriate select committee for consideration.
2. Judicial concerns shall not be referred, to a select committee, but shall be referred directly to the Judiciary Committee for consideration.
3. The reports of Commissioners and Select Committees shall be brought before the Synod for consideration.

d. Standing Committees are those committees with continuing existence.

e. Select Committees are committees that serve only when the Synod is in session.

f. Special Committees are those committees appointed for a limited time to perform a particular task.

**Rule 5. Can Meetings.** The Stated Clerk, at the direction of the Moderator, shall notify all members at least days prior to any call meeting (Reference ***Confession of Faith***, paragraph 8.7*).*The notice shallinclude the date, time, place of the meeting, and a copy of the agenda**.** The meeting shall be limited to the agenda item only.

**Rule 6. Parliamentary Procedure**. The Alabama Synod shall conduct its business in

accordance with the "Rules of Order" of the ***Confession of Faith*** andby Robert's Rules of Order (Newly Revised).

**ARTICLE XII**

**Amendments of These Bylaws**

These Bylaws may be amended by providing notice of proposed amendment to allmembers at least 30 days prior to the meeting date and approved by the votes of at, least two-thirds of the member present.