

# STANDING RULES OF THE SYNOD OF LINCOLN TRAILS

## I. PREFACE

### A. Introduction

The Synod of Lincoln Trails is an intermediate council of the Presbyterian Church (U.S.A.), hereinafter called "the Synod". It has ecclesiastical jurisdiction for the purpose of serving Jesus Christ and declaring and obeying God's will in relation to truth and service, order and discipline. It fulfills its responsibility to the manifestation of the Holy Spirit in an area in the States of Indiana and Illinois, and is defined specifically by the boundaries of the following geographically defined Presbyteries:

The Presbytery of Blackhawk  
The Presbytery of Chicago  
The Presbytery of Great Rivers  
The Presbytery of Ohio Valley  
The Presbytery of Southeastern Illinois  
The Presbytery of Wabash Valley  
The Presbytery of Whitewater Valley

and the following non-geographically defined Presbytery:

The Midwest Korean American Presbytery.

It adopts the following Standing Rules for its organization and operation in conformity with the Constitution of the Presbyterian Church (U.S.A.), Part II, Book of Order. If these Standing Rules are, at any point, contrary to the Constitution of the Presbyterian Church (U.S.A.), the provisions of the Constitution shall prevail.

### B. Statement of Mission

The Mission of the Synod of Lincoln Trails (PC(USA)) is to develop, nurture, and support leaders in partnership with our presbyteries and congregations, and to coordinate Presbyterian Mission strategy within the Synod.

### C. Purpose

The Synod shall be a deliberative and policy making body. It reviews reports and recommendations, engages in discussion and debate, makes decisions and examines purposes, priorities and programs. It has authority to assign tasks to its units and to require that they be accomplished. The Synod retains for itself responsibility for coordination of mission and program, in light of its purposes and in harmony with its presbyteries and the General Assembly. When the Synod meets in Consultation/Negotiation, it serves as an arena in which the appropriate councils can reach partnership agreements to give meaning to the interdependent nature of Presbyterian polity.

## II. MEMBERSHIP

- A. The Synod shall be composed of an equal number of ruling elders and teaching elders, called "Commissioners". Each Presbytery shall be entitled to elect four Commissioners, two ruling elders and two teaching elders.

- 40 B. Commissioners shall be elected for a three-year term, beginning with the convening of the first  
 41 Synod meeting in the calendar year after they are elected. They are eligible to be re-elected for  
 42 one additional three-year term. The aggregate of consecutive terms may not exceed six years.
- 43 C. Commissioners shall be elected into three classes with members of one class elected or re-elected  
 44 each year. The classes are allocated among the presbyteries as follows (ruling elders are  
 45 indicated by RE and teaching elders by TE):

Presbytery	Class 1		Class 2		Class 3	
Blackhawk		1 RE	1 TE		1 TE	1 RE
Chicago	1 TE			1 RE	1 TE	1 RE
Great Rivers	1 TE		1 TE	1 RE		1 RE
Midwest Korean American		1 RE	1 TE		1 TE	1 RE
Ohio Valley	1 TE	1 RE	1 TE	1 RE		
Southeastern Illinois	1 TE			1 RE	1 TE	1 RE
Wabash Valley		1 RE	1 TE	1 RE	1 TE	
Whitewater Valley	1 TE	1 RE		1 RE	1 TE	
<b>Total</b>		<b>5 Ruling Elders</b>	<b>5 Teaching Elders</b>	<b>6 Ruling Elders</b>	<b>6 Teaching Elders</b>	<b>5 Ruling Elders</b>

- 46
- 47 D. Ex-officio members with privileges of the floor and with vote on all matters except essential  
 48 ecclesiastical business are:
- 49 1. the President of the Board of Directors if s/he is not an elected Commissioner.
- 50 2. the Moderator of Presbyterian Women of the Synod (1 person).
- 51 3. the Stated Clerk (1 person).
- 52 4. members of the Committee on Representation.
- 53 5. Conveners or their designees of task forces and mission networks.
- 54 E. Synod Staff may participate in meetings of the Synod and will be granted privileges of the floor,  
 55 without vote.
- 56 F. Presbyters in good standing in other councils of this church, including Stated Clerks and  
 57 Executive/General Presbyters of the Synod's presbyteries, may be invited to sit as corresponding  
 58 members, with voice but without vote, when they are present for any meeting of the Synod.
- 59 G. The names and mailing addresses of all newly elected Commissioners shall be reported to the  
 60 Stated Clerk of Synod within ten days of election, but no later than January 1 of each year.

**III. MEETINGS**

- 61
- 62 A. The Synod shall meet three times a year, usually in February, June, and October. The meetings  
 63 ordinarily will be held within the geographic bounds of the Synod.
- 64 B. The first meeting in each calendar year is designated as the Annual Meeting for transaction of  
 65 business as required by the Synod's Articles of Incorporation. New officers ordinarily shall be  
 66 installed at the annual meeting.
- 67 C. All meetings shall provide for public worship; the Lord's Supper shall be celebrated at the Annual  
 68 Meeting, and may be celebrated more frequently.

- 69 D. The Moderator, Vice Moderator, the moderators of the Standing Committees, the Executive, and  
70 the Stated Clerk will jointly design the meetings of the Synod. Meetings will be designed with  
71 care to ensure that they will enable Commissioners to:
- 72 a) coordinate mission and program;
  - 73 b) engage in Consultation/Negotiations among partner councils; and
  - 74 c) transact ecclesiastical business.
- 75 E. A quorum of the Synod for ecclesiastical business shall be eight Commissioners, at least four of  
76 whom shall be elders and at least four of whom shall be ministers representing at least three  
77 Presbyteries.
- 78 F. Commissioners are expected to be present for the entire meeting of the Synod.
- 79 G. Expenses of Commissioners for attendance at the Synod and on Synod business will be  
80 reimbursed by the Synod under policies that it shall determine.
- 81 H. Special meetings of the Synod may be called as needed. And when absolutely necessary, a  
82 special meeting may be held by conference call.

#### IV. DUTIES AND RESPONSIBILITIES OF THE SYNOD

##### A. Coordinating Functions

The Synod is responsible for mission and program coordination and it will:

- 86 1. Oversee the work of the Synod Council and Committees including priorities, goals, strategies  
87 and programs, to enable the Synod to fulfill its mission.
- 88 2. Receive and act upon recommendations received from the Synod Council, Board of  
89 Directors, Committees, Task Forces, Mission Networks, Synod Executive and Stated Clerk.
- 90 3. Facilitate Synod-wide planning, budgeting and evaluating, in the context of Church-wide  
91 partnership.
- 92 4. Maintain and coordinate a continuing review of the various Presbyteries, the Synod Council,  
93 Committees, Agencies, and other Synod Units.
- 94 5. Insure dissemination of information about the Synod throughout its constituency and with  
95 society at large.
- 96 6. Adopt an annual budget of income and expenditures, including the allocation of general  
97 mission, per capita apportionment, capital and other funds. All unexpended budget items  
98 shall be terminated at the end of each fiscal year, and any operating surplus be placed in  
99 Synod Reserves.
- 100 8. Approve formation of Task Forces and mission networks.

##### B. Consultation/Negotiation

- 102 1. Consultations concerning mission priorities, program, budgeting, and the establishment of  
103 administrative staff positions (G-3.0110), as well as other consultations or negotiations "to  
104 give meaning to the interdependent nature of Presbyterian polity," may take place during any  
105 Synod meeting.
- 106 2. The Standing Committee on Mission Development Coordination and Administration shall be  
107 responsible for planning the Consultation/Negotiations.

- 108 3. Participants are:
- 109 a) Commissioners from each Presbytery, who are the team representing that Presbytery.
- 110 b) The Synod's team, selected by the Synod committee with responsibility for the
- 111 subject matter of the Consultation/Negotiation, according to guidelines set for the
- 112 meeting by the Standing Committee on Mission Coordination and Administration.
- 113 c) The General Assembly team, selected by the General Assembly Mission Council.
- 114 d) Resource persons as authorized by the sending governing bodies.
- 115 4. Written consensus agreements reached by the consultation/negotiation process must be
- 116 ratified by at least five of the Presbyteries, the Synod, and the General Assembly or its
- 117 Council (if the GA participates in a particular consultation/negotiation) before those
- 118 agreements are official. Exemptions may be requested by appeal to the next meeting of the
- 119 Synod if a Presbytery does not ratify the agreements.
- 120 5. When a Presbytery establishes administrative staff positions, it is appropriate that the
- 121 presbytery consult with the Synod, ordinarily through the Synod's Personnel Committee (cf.
- 122 G-3.0110).

123 **C. Finances of the Synod**

124 To provide for administrative expenses of Synod, the Presbyteries shall pay a per capita

125 apportionment in January as determined by Synod upon recommendation of the Standing

126 Committee on Mission Coordination and Administration and based upon the number of active

127 members reported in the latest statistical report to the General Assembly.

128 **D. Minutes and Other Printing**

- 129 1. Prior to each meeting of the Synod, the Stated Clerk shall provide each Commissioner with
- 130 reports, information, and materials that pertain to the meeting, including the names of
- 131 Commissioners.
- 132 2. As soon as possible after Synod, the minutes and related papers shall be prepared by the
- 133 Stated Clerk and electronically posted on the Synod's website to be available—to the
- 134 Commissioners, Presbytery Staff, the Office of the General Assembly, and to others as shall
- 135 be determined by the Synod.
- 136 3. In addition to the proceedings of the meeting, an annual bound copy of the minutes of the
- 137 Synod meetings for the calendar year shall include the names of the Officers of Synod, the
- 138 names of members of the Synod and its Committees, and the Standing Rules of the Synod.
- 139 The Stated Clerk will aim to design the minutes as a useful reference work for anyone who
- 140 seeks information about the Synod.

141 **V. SYNOD OFFICERS**

- 142 A. The Officers of the Synod shall be a Moderator, a Vice-Moderator, and a Stated Clerk.
- 143 B. The Moderator shall be elected at the final stated meeting of each year, for a term of one year
- 144 beginning at the next annual meeting, in the following manner:
- 145 1. The Nominating Committee shall place the name of the Vice-Moderator in nomination for the
- 146 office of Moderator.

- 147 2. Nominations may be offered from the floor. Any Commissioner is eligible for the office. If
- 148 such nominations are made, the maker of a nomination shall distribute to Commissioners a
- 149 brief biographical sketch, in lieu of a nomination speech.
- 150 3. The Synod may vote to provide opportunity for all nominees for Moderator to be questioned
- 151 by the Synod.
- 152 4. If there is more than one nominee, the Moderator shall be elected by ballot, a majority of all
- 153 votes cast being required for election.
- 154 5. In the event that the Vice-Moderator cannot be nominated for Moderator, the Nominating
- 155 Committee shall place in nomination one or more names of constitutionally qualified persons.
- 156 The nominations shall be accompanied by brief biographical sketches and forwarded in
- 157 advance to all Commissioners by the Stated Clerk.
- 158 C. The Vice Moderator shall be elected at the final stated meeting of each year, for a term of one
- 159 year beginning at the next annual meeting, in the following manner:
  - 160 1. The Nominating Committee shall nominate a candidate for Vice-Moderator from among the
  - 161 commissioners.
  - 162 2. When it places one or more candidates in nomination, the Nominating Committee will
  - 163 provide the Synod with written biographical information about them.
  - 164 3. Nominations may be made from the floor. Any Commissioner is eligible for the office. If
  - 165 such nominations are made, the maker of a nomination shall distribute to Commissioners a
  - 166 brief biographical sketch, in lieu of a nomination speech.
  - 167 4. If there is more than one nominee, the Vice-Moderator shall be elected by ballot, a majority
  - 168 of all votes cast being required for election.
- 169 D. At the final stated meeting in years divisible by two, the Stated Clerk shall be elected by Synod to
- 170 a term of two years, renewable, to begin January 1st of the next year. When a vacancy occurs, it
- 171 shall be filled in the same manner as staff vacancies, under the guidance of the Personnel
- 172 Committee.
- 173 E. All terms of office begin at the Annual Meeting of the Synod, except for the Stated Clerk.

**VI. SYNOD STAFF**

The Synod shall employ administrative staff in accordance with the provisions of the Form of Government.

- 174 A. The Synod may elect a Synod Executive. This person shall be responsible for the coordination of
- 175 all staff services within the Synod
- 176 B. The Synod Executive shall be called and employed by the Synod and accountable to it as
- 177 provided in the personnel policies, and in the Synod's provision for periodic reviews of its
- 178 personnel. The Synod Executive shall be responsible for implementing equal employment
- 179 opportunity policies within the Synod.
- 180 C. Other administrative staff positions may be established as authorized by the Synod in consultation
- 181 with the Presbyteries and the General Assembly.
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**VII. SYNOD COUNCIL**

The Synod shall have a Synod Council to support its Statement of Mission and its Purpose.

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**A. Membership**

1. The Synod Council shall consist of no more than 12 members, which shall be the following:
  - a. the Synod Moderator;
  - b. the Synod Vice Moderator;
  - c. the Synod Executive;
  - d. the Stated Clerk;
  - e. the moderator of the Standing Committee on Leadership Development, or his or her designee;
  - f. the moderator of the Standing Committee on Mission Coordination and Administration, or his or her designee;
  - g. up to six at-large members who are ruling elder members of churches or teaching elder members of presbyteries in the Synod.
    - 1) The at-large members shall ordinarily be from presbyteries not otherwise represented on the Synod Council (excluding the Synod Executive and Stated Clerk). Emphasis shall be placed on having members representing the diversity of congregations, constituencies, institutions, partnerships, and presbyteries in the Synod.
    - 2) The terms of office for the at-large members shall be two years, once renewable. The terms shall be staggered so that the terms of three at-large members expire one year and the terms of three at-large members expire the following year.
2. The Synod Council shall elect from among the at-large members a Moderator and Vice Moderator to terms of two years.

**B. Duties and Responsibilities**

1. The Synod Council will propose to the Synod a vision for its life and work together.
2. The Synod Council will provide a mechanism for conversation and coordination among and between other committees in the implementation of the Synod vision.
3. The Synod Council will recommend for approval the annual Synod Budget of income and expenditures, including the allocation of general mission, per capita apportionment, capital and other funds. The Synod Budget will be submitted for consideration by the last stated meeting of each year.
4. The Synod Council will direct the planning and arrangements of Synod Meetings.
5. The Synod Council will act on behalf of the Synod between stated meetings in matters of mission and program coordination provided in Article IV, Section A:
  - a. Oversee the work of Committees including priorities, goals, strategies, and programs, to enable the Synod to fulfill its mission.
  - b. Receive and act upon recommendations received from the Board of Directors, Committees, Task Forces, Mission Networks, Synod Executive, and Stated Clerk.
  - c. Facilitate Synod-wide planning, budgeting and evaluating, in the context of Church-wide partnership.

- 236 d. Maintain and coordinate a continuing review of the various Presbyteries, Committees,
- 237 Agencies, and other Synod Units.
- 238 e. Insure dissemination of information about the Synod throughout its constituency and with
- 239 society at large.
- 240 f. Approve formation of Task Forces and mission networks.
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- 242 6. The Synod Council will not have duties and responsibilities in regard to the following:
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- 244 a. the annual election of Synod Officers;
- 245 b. the election of Synod Staff; and
- 246 c. suspending or making changes to the Standing Rules.

**VIII. SYNOD COMMITTEES**

247 There shall be two kinds of Synod Committees: Ecclesiastical and Standing.

249 **A. Ecclesiastical Committees**

250 Committees specifically described in the Book of Order and deemed necessary for the Synod to  
 251 function as a council of the Presbyterian Church (U.S.A.). With the exception of the Nominating  
 252 Committee, members of these committees need not be commissioners to the Synod.

253 The Ecclesiastical Committees are Committee on Representation and the Permanent Judicial  
 254 Commission.

255 **B. Standing Committees**

256 Committees, peopled by commissioners and representatives from the Committee on  
 257 Representation are charged with the responsibility to enable the Synod to carry-out its roles as a  
 258 deliberative and policy-making body and to implement programs in response to concerns and  
 259 initiatives of the Synod or its presbyteries.

260 The Standing Committees are the Standing Committee on Leadership Development, the Standing  
 261 Committee on Mission Coordination and Administration, the Standing Committee on Personnel,  
 262 and the Board of Directors.

263 **C. Committee Members**

264 1. At the Annual Meeting, the newly installed Moderator shall appoint Commissioners to the  
 265 Standing Committees to serve for a term of one year, renewable. Every Commissioner shall  
 266 serve on one of the Standing Committees. At the Annual Meeting, the Moderator also shall  
 267 appoint the Moderators of these committees for a one-year term of office.

268 2. Each of the Standing Committees and the Board of Directors shall include commissioners  
 269 and/or members from at least four of the eight presbyteries in the Synod.

270 3. Except as otherwise required by the Standing Rules, the Standing Committees shall determine  
 271 how to organize to fulfill their responsibilities.

272 **D. Subcommittees and Task Forces**

273 Each of the Ecclesiastical and Standing Committees may form task forces to accomplish their  
 274 duties and responsibilities by a majority vote of the committee members present at a regular or  
 275 special meeting of the Synod. In so far as possible, any such task forces will reflect the diversity  
 276 of the Synod. When the church's mission under the Word imperatively demands, the Moderator,

277 in consultation with the Vice Moderator, the Stated Clerk and the Executive, may appoint persons  
278 to an administrative review task force (G-3.0108), with this action reported to the Synod at its  
279 next stated meeting.

280 **E. Meetings**

- 281 1. Each committee will determine when and where its regular meetings will be held. Standing  
282 Committees will normally meet on the same dates and locations as Synod meetings.
- 283 2. Committee moderators may call special committee meetings, including meeting by  
284 conference call, provided notice is given to the committee members at least seven days in  
285 advance of the special meeting.
- 286 3. When the imperative of the Word urgently demands, committees may poll members by  
287 telephone or e-mail provided the results are recorded in the minutes. If requested by at least  
288 two committee members, the committee moderator shall call a special meeting to discuss and  
289 vote on the matter.

290 **F. Committee on Representation**

291 The Committee on Representation will serve as an advocate for ethnic persons, women, different age  
292 groups and persons with disabilities, and as a resource to the Synod in these areas.  
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294 1. Membership

295 a. The Committee on Representation shall consist of six members, including both ruling  
296 elders and teaching elders, elected by the Synod for terms of three years once  
297 renewable and staggered so that one third of the terms expire each year. Terms begin  
298 at the Annual Meeting of the Synod. Both current commissioners and “members-at-  
299 large” may be considered for election to the Committee on Representation. Care  
300 shall be taken to assure that its members include persons chosen from the racial  
301 ethnic groups within the bounds of the Synod; they should be persons with a passion  
302 for and commitment to principles of diversity and inclusion in Synod leadership.

303 b. One of the members of the Committee on Representation shall be elected by the Syn-  
304 od as the Moderator of the Committee on Representation for a term of one year.

305 2. Duties and Responsibilities

306 a. The Committee on Representation (COR) shall be the committee responsible for  
307 overseeing and implementing the Synod’s process for nominating persons to serve in  
308 positions requiring election by the council (G-3.0111).

309 1. The COR shall present to the Synod nominations for Moderator and Vice  
310 Moderator as specified above, members at-large of the Synod Council, members-at-  
311 large of the Board of Directors, members at-large of the Standing Committee on  
312 Personnel, members of the Permanent Judicial Commission, and members of certain  
313 boards related to the Synod by covenant.

314 2. The COR shall suggest nominees to the General Assembly Nominating  
315 Committee and also shall encourage Presbyteries and Sessions to suggest nominees.

316 3. Insofar as possible, the COR shall present all of its nominations to the Synod for  
317 election at the final stated meeting. Any vacancies that occur during the year may be  
318 filled at any Synod meeting, following nomination by the COR.



- 319           b. The Committee on Representation shall advise the Synod with respect to its  
320 membership and to that of its committees, boards, agencies, and other units, in  
321 implementing the principles of participation and inclusiveness in the decision-making  
322 of the church.
- 323           c. The Committee on Representation shall advise the Synod on the employment of  
324 personnel in accord with the principles of participation and representation and in  
325 conformity with the church-wide plan for equal employment opportunity.
- 326           d. The Committee on Representation shall assign two of its members to each Standing  
327 Committee in the capacity of ex-officio members. It shall be the responsibility of  
328 these members so assigned to assure the principles and practices of participation and  
329 representation in the functions of the Standing Committees.
- 330           e. The Committee on Representation shall present an annual written report to the  
331 Synod.

### 332 **G. The Permanent Judicial Commission**

333 The Synod shall have a Permanent Judicial Commission with the prerogatives, powers, duties and modes  
334 of procedure set forth in the Rules of Discipline.

#### 335 1. Membership

- 336           a) There shall be eleven members of the Commission, consisting of nearly equal  
337 number of ruling and teaching elders, with each Presbytery represented. The  
338 members shall be placed as equally as possible in three classes whose terms expire at  
339 the Annual Meeting of the Synod in odd numbered years.
- 340           b) The term of office for each member shall be six years, and no member having served  
341 a full term may succeed himself or herself.
- 342           c) Nominations for membership to the Commission shall be made through the Synod  
343 Nominating Committee.

#### 344 2. Duties and Responsibilities

- 345           a) The Permanent Judicial Commission shall meet as directed by the Synod or, if no  
346 direction is given, at such times and places as the Commission may determine.
- 347           b) The Commission, upon meeting, shall elect from its membership a Moderator, Vice  
348 Moderator, and a Recording Clerk.
- 349           c) A quorum shall be six members.

### 350 **H. Standing Committee on Leadership Development**

#### 351 1. Membership

- 352           a) The moderator of Synod shall appoint to this committee approximately half of the  
353 Commissioner Members, but not fewer than nine (9). Commissioner members serve  
354 for one-year terms, beginning at the Annual Meeting and renewable for a maximum  
355 of six (6) years consecutively.
- 356           b) The Committee on Representation shall appoint two (2) members.
- 357           c) Staff of the presbyteries shall have voice at any committee meeting.
- 358           e) The Synod Executive shall be an ex-officio committee member, with voice but not  
359 vote.

- 360 2. Duties and Responsibilities
- 361 a) The Standing Committee on Leadership Development shall direct and implement the
- 362 following Mission Priorities.
- 363 • Youth Leadership Development
  - 364 • Training of Key Presbytery Leaders
  - 365 • Pastoral Support and Nurture
  - 366 • Synod Wide Leadership Events

367 **I. Standing Committee on Mission Coordination and Administration**

- 368 1. Membership
- 369 a) The moderator of Synod shall appoint to this committee approximately half of the
- 370 Commissioner Members, but not fewer than nine (9). Commissioner members serve
- 371 for one-year terms, beginning at the Annual Meeting and renewable for a maximum
- 372 of six (6) years consecutively.
- 373 b) The Committee on Representation shall appoint two (2) members.
- 374 c) Staff of the presbyteries shall have voice at any committee.
- 375 e) The Synod Executive shall be an ex-officio committee member, with voice but not
- 376 vote.

377 2. Duties and Responsibilities

- 378 a) The Standing Committee on Mission Coordination and Administration shall direct
- 379 and implement the following Mission Priorities.
- 380 • Mission Funds Development
  - 381 • Connectional Commitments
  - 382 • Communication
- 383 b) The Standing Committee on Mission Coordination and Administration shall direct
- 384 the planning and arrangements of Synod Meetings.
- 385 c) The Standing Committee on Mission Coordination and Administration shall monitor
- 386 Synod meeting attendance and participation.
- 387 d) The Standing Committee on Mission Coordination and Administration shall, with the
- 388 assistance of the Board of Directors, develop, review, and if necessary, revise the
- 389 Synod budget.
- 390 e) The Standing Committee on Mission Coordination and Administration shall provide
- 391 oversight for the ecclesiastical functions of the Synod and ensure compliance with
- 392 the Constitution of the Presbyterian Church (U.S.A.).

393 **J. Standing Committee on Personnel**

- 394 1. Membership
- 395 a) 4 commissioners, appointed by the Moderator, whose terms shall be one year.
- 396 b) 4 members at large who are ruling elders or members of churches or teaching elder
- 397 members of presbyteries in the Synod, whose terms shall be three years, once
- 398 renewable. The Nominating Committee shall nominate the at-large members for
- 399 election by the Synod. The terms of the at-large members shall be staggered so that

400 one member's term expires each year and that two members terms expire on the third  
401 year of the cycle.

402 c) The committee moderator shall be a ruling elder or teaching elder appointed by the  
403 Moderator for a one-year term. If the Personnel Committee moderator is not a  
404 commissioner, the moderator shall be given privilege of the floor at all Synod  
405 meetings.

406 2. Duties and Responsibilities

407 a) The Standing Committee on Personnel shall design and manage all of the Synod's  
408 processes for employing and supervising staff.

#### 409 **K. The Board of Directors**

410 The membership and duties and responsibilities of the Board of Directors are defined by the Corporation  
411 Bylaws.

### 412 **IX. THE CORPORATION OF THE SYNOD OF LINCOLN TRAILS**

413 In accordance with the provisions of the Constitution of the Presbyterian Church (U.S.A.), the Synod of  
414 Lincoln Trails has caused a corporation to be formed under the 1971 General Not-For-Profit Corporation  
415 Act of the State of Indiana, which corporation is duly admitted and authorized to transact business in the  
416 State of Illinois. The name of the corporation is "Synod of Lincoln Trails of the Presbyterian Church  
417 (U.S.A.), Inc."

#### 418 **Corporation Bylaws**

419 The corporation known as the United Presbyterian Foundation of the Synod of Lincoln Trails was created  
420 by act of the Synod of Lincoln Trails on January 7, 1973. This latter corporation is authorized to receive  
421 gifts, devises, and bequests, which shall constitute a Presbyterian endowment fund for the benefit of the  
422 Synod of Lincoln Trails. The principal and income of the endowment fund may be used for purposes that  
423 are approved by the Synod. The Board of Directors of the Synod Corporation shall also serve ex-officio,  
424 as the Board of Directors of the Synod Foundation Corporation and, as such, shall have the care, custody,  
425 and management of said endowment fund and the assets thereof and shall have and exercise all of the  
426 powers and duties granted to it by Synod by the action of January 7, 1973.

#### 427 **A. Membership**

428 1. The Board of Directors shall consist of eight persons: four Synod commissioners and four  
429 members at-large who are ruling elder members of churches or teaching elder members of  
430 presbyteries in the Synod.

431 2. The terms of office shall be three years, once renewable. The terms shall be staggered so that  
432 one member's term expires each year and that two members terms expire on the third year of  
433 the cycle.

434 3. At-large Members of the Board of Directors shall be elected at the final stated meeting.

435 4. The Committee on Representation shall nominate the members-at-large. The Moderator shall  
436 nominate the commissioner members.

437 5. The Synod Executive shall be an ex-officio member of the Board of Directors without vote  
438 and shall serve as the Secretary and Treasurer of the Board.

439 6. Good and sufficient bonds shall be required of all persons to whom the care and custody of  
440 funds is entrusted, for the protection of the corporation.

441 **B. Responsibilities**

442 The directors of the corporation shall act primarily as instructed by the Synod of Lincoln Trails of  
443 the Presbyterian Church (U.S.A.) (an ecclesiastical body). Specific responsibilities include:

- 444 1. Disbursing funds on proper authorization of the Synod;
- 445 2. Managing the office and business affairs of the Synod, including maintenance of the control  
446 of expenditures for all items in the Synod budget and providing for a complete audit by a  
447 Certified Public Accountant;
- 448 3. Maintaining care and control of any real property belonging to the Synod and of any personal  
449 property of Synod, making recommendations concerning its care and control to the  
450 corporation (Synod); and
- 451 4. Reporting regularly to the Synod by way of a full accounting of the finances of the Synod and  
452 presenting the annual audit report for Synod review.

453 **C. Officers**

- 454 1. The officers of the corporation shall be a President, Vice- President, Secretary, and Treasurer.
- 455 2. The Board of Directors shall elect the President and Vice President to terms of one year.  
456 They shall be eligible for re-election.
- 457 3. The officers of the corporation shall have authority to carry out any transactions authorized  
458 by the Directors at any duly constituted meeting and to execute deeds and conveyances in the  
459 name of the Synod, which shall be signed by the President of the Board and attested by the  
460 Secretary, who shall affix the seal of the Synod Corporation thereto.

461 **D. Meetings**

- 462 1. The Board of Directors shall hold its Annual Meeting in relationship to the Annual Meeting  
463 of the membership of the corporation of the Synod of Lincoln Trails at the place where the  
464 Synod shall be holding its Annual Meeting
- 465 2. At the Annual Meeting, the corporate Directors and Officers shall be elected, and such other  
466 business transacted as may properly come before said board.
- 467 3. Special meetings of the board may be held upon the call of the President, the Secretary, or  
468 any three members of the Board of Directors.
- 469 4. The President or the Secretary shall give notice of the time, place, and purposes of meetings  
470 of the board, either in writing or by telephone, at least ten days before such meetings.
- 471 5. Three duly qualified Directors present at any meeting duly called shall constitute a quorum.  
472 The vote of a majority of the Directors present at any meeting shall be the action of the board.

473 **X. AMENDMENTS TO THE STANDING RULES**

- 474 A. Any of the above Standing Rules, may be suspended for any meeting by a two-thirds vote of the  
475 Commissioners present at that meeting of the Synod.
- 476
- 477 C. Any Commissioner may propose amendments to these Standing Rules at any meeting of the  
478 Synod. After a first reading, the amendment shall be referred to the Standing Committee on  
479 Mission Coordination and Administration, which shall consider the proposed amendment and  
480 communicate it, together with recommendations concerning it, to the Commissioners through

481 the Stated Clerk at least four weeks prior to the next meeting of the Synod for the Synod's  
482 action at that meeting. This Rule may not be suspended.

483 C. The Stated Clerk, in consultation with the Synod Executive and the Synod Moderator, may make  
484 minor corrections to these standing rules to correct grammar, spelling, or to bring Constitutional  
485 references into conformity with changes made through the amendment process of the General  
486 Assembly.

487

488

489 Revised March 2013

490 Amended June 2017

491

Synod/Synod/Standing Rules/2017 SOLT Standing Rules