

<PWM Name>  
PRESBYTERIAN CHURCH IN AMERICA

**CONSTITUTION**

ARTICLE I  
**Name**

This organization shall be known as <PWM Name> of the Presbyterian Church in America (PCA).

ARTICLE II  
**Purpose**

The purpose of this Presbyterian organization shall be to provide a framework within which women from the <PWM Name> churches may work together; encourage fellowship among the women in the PCA in the bounds of this Presbytery; inspire women in the churches to know Christ personally and to grow in Him; and call Christians to serve the Lord throughout the world.

ARTICLE III  
**Membership**

The membership of the <PWM Name> shall be the resident women membership of the churches in the <PWM Name>.

ARTICLE IV  
**Team members**

The team members of the <PWM Name> shall be a Coordinator, Assistant Coordinator, Secretary/Historian and Treasurer. These team members shall constitute the <PWM Name> Leadership Team. Additional members of the <PWM Name> Leadership Team shall be the past Coordinators of this organization who are resident members of a church in this Presbytery.

ARTICLE V  
**Government**

The <PWM Name> shall be under the authority of the <PWM Name> Presbytery, and its work shall be done within the bounds of Presbyterian order and doctrine.

ARTICLE VI  
**Meetings**

Regular meetings of the <PWM Name> shall be an annual overnight retreat in the first few months of each year, and a Saturday Fall meeting.

ARTICLE VII  
**Amendments**

This Constitution may be amended at any regular meeting by a three-fourths vote of those present and voting, provided written notice of the proposed amendments has been given to local churches at least two months prior to the vote. All such proposed amendments shall be signed by at least two members and submitted in writing to the <PWM Name> Leadership Team. After Leadership Team review and approval, the proposed amendments shall be sent to the general membership in the church of <Presbytery> for their consideration prior to voting.

<PWM Name>  
PRESBYTERIAN CHURCH IN AMERICA (PCA)

**BYLAWS**

ARTICLE I  
**Membership**

Section 1. The membership of the <PWM Name> shall be all the resident women of member churches of the <Presbytery>.

Section 2. Each member church of the <Presbytery> shall have one vote at <PWM Name> meetings. Its vote shall be cast by the delegated representative of the local church. All voting members at <PWM Name> meetings must be members in good standing of their local PCA congregations.

ARTICLE II  
**Team members**

Section 1. <PWM Name> team members shall consist of a Coordinator, Assistant Coordinator, Secretary/Historian and Treasurer. Specific duties of these team members shall be set out in the Standing Rules of this organization.

Section 2. These team members, along with the past Coordinators of this organization who are resident members of a church in this presbytery shall constitute the <PWM Name> Leadership Team.

ARTICLE III  
**Nomination and Selection of Team members**

Section 1. Nominations shall be held annually. The team positions shall be divided into two groups, to be selected on alternate years for a term of two years. The groups shall be as follows:

Group One	Coordinator Treasurer
Group Two	Assistant Coordinator Secretary/Historian

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Section 2. A Nominating Committee shall be appointed by the Coordinator each year and shall include the Secretary and three members-at-large from different churches of the Presbytery. This committee shall prepare a slate of team members and submit it first to the <PWM Name> Leadership Team. Upon the Leadership Team's approval, the slate will then be presented to the general membership.

Section 3. Nominees must be approved by their local sessions prior to nomination.

Section 4. The slate of nominees must be furnished in writing to the local churches of the Presbytery prior to the meeting.

Section 5. The team members shall be installed at the Fall <PWM Name> Meeting. They shall assume office at the close of that meeting. Retiring team members shall complete the business of the year pertaining to their respective positions and then surrender essential books, files, and papers to their successors.

Section 6. In the event that a vacancy occurs, creating an unexpired term in a position, the Nominating Committee shall submit nominations for the position to the <PWM Name> Leadership Team. The nominee selected by the <PWM Name> Leadership Team and approved by her local session, shall fill the unexpired term of the particular position.

#### ARTICLE IV

##### **Financial Records and Auditing**

Financial records of the <PWM Name> are the responsibility of the duly elected Treasurer. At the close of each Treasurer's term, financial records shall be audited by a professional auditor. A copy of the audit report is to be presented to the <PWM Name> Leadership Team and preserved as a permanent record in the Leadership Team Meeting minutes.

#### ARTICLE V

##### **Meetings**

General meetings of the <PWM Name> shall be held annually at such times and places deemed necessary by the <PWM Name> Leadership Team, and in accordance with the schedule set forth in the Standing Rules of this organization. The <PWM Name> Leadership Team shall meet annually as many times as deemed necessary to handle <PWM Name> matters requiring attention and plan for the future and enrichment of the organization.

ARTICLE VI  
**Quorum**

Section 1. The quorum for the <PWM Name> meetings shall consist of team members and representatives from one-fourth of the member churches.

ARTICLE VII  
**Parliamentary Procedure**

Robert's Rules of Order, Newly Revised, shall be used as a guide to parliamentary procedure.

ARTICLE VIII  
**Amendments**

Section 1. These Bylaws may be amended at any regular meeting by a three-fourths vote of those present and voting, provided written notice of the proposed amendments has been given to local churches at least two months prior to the vote.

Section 2. All such proposed amendments shall be signed by at least two members and submitted in writing to the <PWM Name> Leadership Team. After Leadership Team review and approval, the proposed amendments shall be sent to the general membership in the churches of <Presbytery> for their consideration prior to voting.

<PWM Name>  
PRESBYTERIAN CHURCH IN AMERICA (PCA)

**STANDING RULES**

These Standing Rules are written for the purpose of supplementing the duly adopted Constitution and Bylaws of Women in the Church organization of the <PWM Name> of the PCA. Any rule may be changed, temporarily suspended, or rescinded by simple majority vote at any business meeting without prior notice.

RULE ONE  
**Meetings**

The <PWM Name> shall meet at least twice each year – in late winter or early spring for an overnight retreat and in the fall for a Rally Day program. Items of business such as selection and installation of team members and adoption of a budget should be handled at the Fall Rally Day if possible. Any items of business not addressed at Fall Rally Day may be placed on the agenda for the Spring Retreat. At both of these meetings, there shall be time scheduled for the <PWM Name> Leadership Team to meet jointly with representatives from the member churches of <Presbytery>. The <PWM Name> Leadership Team shall meet at times in conjunction with the Retreat and Rally Day, and at such other times as called by the Coordinator.

RULE TWO  
**Duties of Team members**

**The Coordinator shall:**

- A. Preside at all <PWM Name> meetings, including those of the <PWM Name> Leadership Team.
- B. Call any special meetings as needed.
- C. Appoint such committees as needed.
- D. Direct the <PWM Name> Leadership Team in overall planning for the work of the <PWM Name>.
- E. Represent <PWM Name> at any meetings and seminars relating to women's ministries hosted by General Assembly Women's Advisory Subcommittee or the PCA Committee on Discipleship Ministries.
- F. Keep the membership advised of <PWM Name> activities and disseminate information to them relating to work and activities of the PCA.

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- G. Maintain personal contact with the women's organizations in the local <Presbytery> congregations.
- H. Report on <PWM Name> activities to <Presbytery> as requested.

**The Assistant Coordinator shall:**

- A. Perform the duties of the Coordinator in her absence; and should the Coordinator resign or become unable to complete her term, shall become Coordinator and hold office through the unexpired term of the Coordinator.
- B. Work with the Coordinator in planning inspirational programs and securing speakers for the Retreat and Rally Day programs.
- C. Work with the Treasurer in annual preparation of a proposed budget.
- D. Maintain personal contact with the women's organization at the local <Presbytery> congregations.
- E. Act as the point of origin for the <PWM Name> Prayer Chain.
- F. Work with the Coordinator in whatever ways requested during her year of observation and training to assume the duties of Coordinator.
- G. Assume the position of Coordinator upon completion of the term as Assistant Coordinator.

**The Secretary/Historian shall:**

- A. Record and keep records of all <PWM Name> meetings, including those of the <PWM Name> Leadership Team and Joint meetings of the Leadership Team and local church representatives.
- B. Maintain the historical records of the <PWM Name> (including scrapbooks and photographs.)
- C. Act as <PWM Name> liaison with local churches on questions and procedures relating to developing and maintaining historical records.
- D. Serve as a member of the Nominating Committee.
- E. Attend to correspondence and reports as directed by the Coordinator.

**The Treasurer shall:**

- A. Receive and disburse all money as in the approved budget, and at the direction of the <PWM Name> Leadership Team.
- B. Keep accurate records of all financial transactions.
- C. Prepare periodic financial reports for the <PWM Name> Leadership Team and annual reports for the membership.
- D. Provide financial reports to <Presbytery> as requested.
- E. Work with the Assistant Coordinator in preparation of the annual proposed budget.
- F. Receive registrations for the Annual Retreat, and act as liaison with retreat location staff in arranging for lodging accommodations, meals, meeting space, necessary equipment, etc.
- G. Receives applications for Scholarship Fund. (See Rule Three)
- H. Arrange for audit of records prior to surrendering books to the incoming Treasurer.

**RULE THREE**  
**Scholarship Fund**

On the tenth anniversary of the founding of<PWM Name>, it was decided to establish a yearly Scholarship Fund as a memorial to deceased members. An offering is taken each year at the Retreat, and scholarships are disbursed to the recipient's school of choice in time for the fall semester. The <PWM Name> Treasurer accepts applications for consideration and approval by the <PWM Name> Leadership Team. Applicants must be members in good standing of a <Presbytery> congregation and be accepted for attendance at Covenant College, Covenant Seminary, Belhaven College, Reformation Bible College, or any of the Reformed Theological Seminary locations. Special consideration may be given to applicants whose family members have actively participated in <PWM Name> programs and activities.



Standing Rules (page four)

#### RULE FOUR

#### **The Speaker's Fund and the General Fund**

The work of the <PWM Name> is supported by contributions from the member churches of the <Presbytery>. Participating churches are asked to make a yearly donation to the General Fund as they are able. An offering designated for the Speaker's Fund is taken at the Rally Day program. When a surplus is available, the <PWM Name> Leadership Team may approve the transfer of money from the General Fund, if it is needed in either the Speaker's Fund or the Scholarship Fund. Yearly receipts into the General Fund are tithed to the PCA Committee on Discipleship Ministries and designated for use in women's ministry.