

## **<PWM Name> CONSTITUTION**

### ARTICLE I Name

This organization shall be known as the <PWM Name>.

### ARTICLE II Purpose

The purpose of this organization shall be to:

Provide an organization within which the women in the churches may work together; Encourage fellowship among the women in the Presbyterian Church in America in the bounds of each Presbytery; Inspire women in the Churches to know Christ personally and to grow in Him; 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 Presbytery.

### ARTICLE IV Team members

The team members of the <PWM Name> Team shall be the administrative team members, who are Coordinator, Assistant Coordinator, Secretary, and Treasurer. Other team members shall be elected or appointed as it becomes necessary.

### ARTICLE V Government

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

### ARTICLE VI Meetings

The regular meeting of the <PWM Name> Team shall be an annual meeting in January, other business or inspirational meetings as needed.

### ARTICLE VII Amendments

Section 1: This constitution may be amended at any annual meeting by a three-fourths vote of those present and voting, provided notice of the proposed amendment has been submitted to the <PWM Name> Team and local Women's Ministry Directors two months prior to the annual meeting.

Section 2: All such proposed amendments shall be submitted in writing, signed by two such members.

## <PWM Name> BYLAWS

### ARTICLE I Membership

Section 1: The membership of the <PWM Name> shall be all the resident women of the Churches within the bounds of the Presbytery.

Section 2: The voting membership of the <PWM Name> shall be the Coordinator or director of the local Women's Ministry or her designated proxy, one other delegate, who shall represent their local Church at Presbytery meetings, and the members of the Presbytery Council. All voting members of the <PWM Name> must be members in good standing of a local Presbyterian Church.

### ARTICLE II Nomination, Election, Term of Office

Section 1. A nominating committee shall be appointed and shall include the Secretary and two members at large from different Churches in the Presbytery. This committee shall be appointed at the annual meeting to present names of nominees at the following meeting.

Section 2. The nominating committee shall be responsible for filling any vacancies occurring between terms of office, and for nominating candidates for office each year.

Section 3. The names of nominees shall be presented to the session of their local church for approval.

Section 4. The names shall be presented to the local Women's Ministries of the Churches of the Presbytery in writing before the annual meeting in January; and to the annual Presbytery meeting. After nominations from the floor, if any, the election shall be proceeded by ballot.

Section 5. Any candidate whose name is nominated from the floor must be willing to hold the position. Approval from the session of her local church may be obtained after the election.

Section 6. When there is but one candidate for the position, the election may proceed by acclamation.

Section 7. There shall be an annual election of one group of team members in January. There is no limit on the number of terms if a team member and her session are both willing to continue the service.

Section 8. The team members and Committee Chairmen shall be divided into two groups, each group to be elected in alternate years, for a term of two years. The initial group of team members and Committee Chairmen shall have special terms of office to establish this alternating cycle.

Section 9. The team members shall be installed at the annual meeting in January. They shall assume office at the close of the annual meeting. The retiring team members shall complete the business of the year and shall surrender to their successors essential books and papers pertaining to their respective positions.

Section 10. Each Presbytery team member shall serve as a personal representative to the local churches in her area of the Presbytery. She shall meet with them at their request to offer suggestions for work or organization and gather suggestions for women's work for them.

### **ARTICLE III Duties of Team members.**

Section 1. The Coordinator shall:

1. Preside at all meetings of the Presbytery Women's Ministry Team and at the Presbytery Annual Meeting.
2. Call special meetings as needed.
3. Direct the Presbytery Women's Ministry Team in planning the Annual Meeting.
4. Appoint such committees as needed.
5. Present a report of the work of the year (except finance) at the Annual Meeting.
6. Report to the Presbytery each year as requested.
7. The Coordinator or her appointed representative shall attend any meeting as required by the General Assembly and Presbytery.

Section 2. The Assistant Coordinator shall:

1. Perform the duties of the Coordinator in her absence and upon resignation of the Coordinator, shall become Coordinator and hold office through the unexpired term of the Coordinator.
2. Oversee Presbytery Women's Ministry projects; either supervising them herself or working with any special chairman appointed for such a task.
3. Serve as parliamentarian for the Presbytery meetings.

Section 3. The Secretary shall:

1. Keep records of all Presbytery meetings and of the Presbytery Women's Ministry Team.
2. Serve as publicity agent for the <PWM Name> by sending notices of meetings and of work to newspapers within the Presbytery, to church papers and Journals and to the General Assembly Office of Christian Education.
3. Attend to correspondence as directed by the Coordinator.
4. Fill out and mail any reports as directed by the Coordinator.
5. Serve as Chairman of the nominating committee.

Section 4. The Treasurer shall:

1. Receive and disburse all money at the direction of the Presbytery Women's Ministry Team.
2. Keep accurate records of all financial transactions.
3. Prepare quarterly financial reports for the Presbytery Women's Ministry Team.
4. Provide the Clerk of the Presbytery with a financial report at the time and in the form requested by him.
5. Serve as Chairman of the Finance Committee.

#### ARTICLE IV The Finance Committee

Section 1. The Finance Committee shall be composed of the Treasurer, as Chairman, the Assistant Coordinator, and the Coordinator (ex-officio).

Section 2. The Finance Committee shall prepare a budget to present to the fall meeting of the Presbytery Women's Ministry Team which shall be presented at the Annual Meeting of the <PWM Name> for approval and adoption.

Section 3. The budget shall be approved by the Christian Education Committee of Presbytery before it is presented to the women at the Annual Meeting.

Section 4. Each local Women's Ministry will be encouraged to contribute to the financial support of the Presbytery Council with a free will gift, in the first quarter of each year.

#### ARTICLE V Auditing Committee

The books of the <PWM Name> shall be audited each year following the fall Council meeting and before the January Presbytery Annual Meeting.

#### ARTICLE VI Meetings

Section 1. The Annual Meeting of the <PWM Name> shall be held in January at a time convenient to the member Churches. It is typically held in conjunction with the Presbytery meeting.

Section 2. The annual business will include annual reports of team members, communications from the Presbytery and the General Assembly Christian Education Committee, election and installation of team members, prayer and preaching of the Word.

Section 3. The <PWM Name> Team shall meet at other times during the year for inspiration, for leadership training, and in connection with projects of the <PWM Name> as shall seem good and necessary to the member churches and the <PWM Name>.

Section 4. The <PWM Name> Team shall meet at least two times a year or as needed to carry on the work of the Presbytery organization. They shall meet shortly after the Annual Meeting with the outgoing team and in the fall.

#### ARTICLE VII Quorum

Section 1. The quorum for the Presbytery meeting shall consist of two team members and representatives from one-fourth of the churches.

Section 2. The quorum for the Presbytery Women's Ministry Team shall consist of three team members.

#### ARTICLE VIII Parliamentary Procedure

Roberts Rules of Order, Revised, shall be used as a guide to parliamentary procedure.

#### ARTICLE IX Amendments

Section 1. These Bylaws may be amended at any regular meeting of the <PWW Name> by a three-fourths vote of those present and voting, provided notice of the proposed amendment has been given in writing to local churches at least two months before the regular meeting.

Section 2. All such proposed amendments shall be submitted in writing, signed by two members.