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BYLAWS

The Presbyterian Women Of First Presbyterian Church Raleigh, North Carolina

Article I Name

This organization shall be known as the Presbyterian Women (PW) of First Presbyterian Church (FPC), Raleigh, North Carolina.

ARTICLE II Purpose

The purpose of this organization shall be to provide opportunities for women, as individuals and in groups, to grow in the knowledge of Christ and be strengthened as members of His Body in order to understand and to fulfill their particular responsibilities in the family, in the congregation, in the community, and around the world.

ARTICLE III Membership

Section 1. The membership of the PW shall be the women who choose to participate in or be a supporter of PW.

Section 2. Any woman who shares in the activities of the PW may become an affiliate member of the congregation, upon approval of the Session of FPC, Raleigh and then may be elected or appointed to any PW office except that of Moderator, Moderator-elect, and Vice Moderator.

Section 3. An Honorary Life Membership or Memorial gift may be given in recognition of distinguished Christian services. The citation shall be filed in the minutes of the PW, recorded in the history of PW and FPC, and sent to a facility as directed by the Presbytery of New Hope (PNH).

ARTICLE IV Organization

Section 1. The Officers, Moderators of Standing Committees, Appointive Positions and all Circle Leaders or their representatives shall constitute the Presbyterian Women Coordinating Team (PWCT).

Section 2. The Executive Committee shall be composed of the elected officers and the PW Parliamentarian. The Executive Committee is empowered to conduct business between PWCT meetings, if required.

Section 3. The PW shall be under the control of FPC Session.

Section 4. The PW shall be a member of the PW Presbytery of New Hope (PWP), Synod of the Mid-Atlantic, Presbyterian Church (USA).

ARTICLE V Nomination, Election and Term of Office

Section 1. The Officers' term and the program and financial year of PW shall be from June 1 to May 31 of following year.

Section 2. The Officers shall be divided into Group I and Group II.

- a) Both Groups shall be elected for two-year terms; Group I in the even years, and Group II in the odd years as follows: **Exception:** PW Moderator and Moderator-elect.
- b) The Moderator-elect shall be elected annually to serve in that office for one year and then automatically will become the PW Moderator for the next year.

Group I - EVEN YEARS

1. Vice-Moderator
2. Recording Secretary
3. Treasurer
4. Together in Service Communicator
5. Search Committee Moderator

Group II - ODD YEARS

1. Assistant Recording Secretary
2. PW History Committee Moderator
3. Spiritual Enrichment Communicator
4. Local Mission Communicator

Section 3. The term of office for Circle Leaders shall be two consecutive years. There is no term limit for Circle Leaders.

Section 4. The Search Committee Moderator and her committee shall be responsible for selecting persons to be nominated for offices in the PW.

Section 5. The Search Committee Moderator shall present the proposed slate of officers to the general membership for election.

- a) The names of the nominees shall be presented for election to PW at the last General Meeting of the year.
- b) The majority of the votes cast shall constitute an election.
- c) When there is only one candidate for an office, she may be elected by acclamation.

Section 6. The elected Officers shall be installed by a FPC minister during a Worship Service by the first Sunday in June.

- a) Officers shall assume office by first Sunday in June.
- b) The retiring Officers shall have completed the business of their year and shall have submitted to their successor essential books and papers pertaining to their respective offices.

- c) Officers must wait two years before serving in the same office, unless approved by the current PWCT.

ARTICLE VI Duties of Officers

Section 1. The PW Moderator shall provide leadership to the PWCT and as a representative of PW to other groups. Listed below are key responsibilities:

- a) Preside at all General Meetings and PWCT Meetings.
- b) Call meetings as needed.
- c) Appoint such special committees as the program and work of the PW demands. Refer to Article VII for list of routine appointments.
- d) Appoint such individuals as a Host Circle Volunteer Coordinator and a Parliamentarian as needed.
- e) Receive communications on behalf of PW and share communications with the appropriate persons.
- f) Serve as an ex-officio member of all Circles and of all committees, except that of the Search Committee.
- g) Encourage participation in meetings and activities of the PW.
- h) Facilitate and give encouragement for the relationship of the PWCT with the PW Presbytery Coordinating Team.
- i) Encourage the interest of all members in PW.
- j) Maintain, with the PWCT, an ongoing evaluation of projects and meetings, making sure those records of evaluations are kept.
- k) Present a written annual operational report at the PW Annual Meeting and to the FPC Session.
- l) Send report to the PWP as requested.
- m) Encourage ecumenical relationships and intentional diversity among women in the church.

Section 2. The Moderator-elect shall learn the duties of the PW Moderator and assist the PW Moderator as needed. In the event of the resignation of the PW Moderator, the Moderator-elect shall become PW Moderator, holding the office through the unexpired term. Listed below are key responsibilities:

- a) Preside at meetings of the PW in the absence of the PW Moderator.
- b) Attend the PWCT Meetings and the PW General Meetings.
- c) Serve as an ex-officio member of all circles.
- d) Secure speaker or entertainment for the Moderator-elect's upcoming General Meetings and coordinate the arrangements as described in the *PW Policies and Procedures Manual*.
- e) Coordinate publicity for PW General Meetings.
- f) Develop and implement recruitment strategies to grow PW.
- g) Complete annual report of activities, results and issues as requested.

Section 3. The Vice Moderator shall fulfill the following key responsibilities:

- a) Prepare and print the Yearbook.
- b) Assign new PW members and FPC at-home members to Circles.
- c) Update Circle member information throughout the year.
- d) Make changes in Circles when necessary.
- e) Keep attendance tally for monthly Circle meetings; identify and report attendance trends and issues to the PWCT
- f) Coordinate publicity for monthly Circle meetings-
- g) Preside at the PWCT or PW General Meeting in the absence of the PW Moderator and Moderator-elect.
- h) Serve as an ex-officio member of all Circles.
- i) Complete annual report of activities, results and issues as requested.

Section 4. The Recording Secretary shall fulfill the following key responsibilities:

- a) Record and distribute the minutes of the PWCT and those of the General and Special Meetings of the PW.
- b) Record attendance at the General Meetings and the Circle Meetings.
- c) Establish and maintain the official PW Minutes Notebook for Year.
- d) Prepare a written report to the PW Moderator.

Section 5. The Assistant Recording Secretary shall fulfill the following key responsibilities:

- a) Assume duties of the Recording Secretary in her absence.
- b) Secure Nursery care personnel for PW General Meetings.
- c) Pay Nursery personnel for nursery care.
- d) Take meals from kitchen to Nursery Care personnel.
- e) Prepare a written report as requested.

Section 6. The Treasurer shall receive, record and disperse all monies of PW. Listed below are key responsibilities:

- a) Pay bills and disburse funds as directed by the PWCT in accordance with the approved budget and financial guidelines.
- b) Remit benevolences to the FPC Treasurer and contingent and other designated funds to the PNH.
- c) Prepare monthly financial reports for the PWCT and the PW General Meetings.
- d) Provide the FPC Clerk of the Session with a financial report at the time and in the form requested.
- e) Consult and work closely with the PW Finance Committee in all matters.
- f) Submit PW financial and annual statements for annual financial review.

Section 7. The PW History Committee Moderator shall fulfill the following key responsibilities:

- a) Select two additional members within 60 days of election to form a PW History Committee. The committee shall:
 - i. Serve the same term as the PW History Committee Moderator's two-year term.

- ii. Compile on an annual basis (January 1-December 31) a history of the PW in the Congregation, according to guidelines and timeline provided by PW and the PWP.
- iii. File copies of the annual calendar year history with the PWP, PW official records, and with other designated sources.
- iv. Compile on a PW year basis (June 1 - May 31) a scrapbook of PW in the Congregation activities.
- v. Complete an annual report of activities, results and issues as requested.

Section 8. The Spiritual Enrichment Communicator shall fulfill the following key responsibilities:

- a) Confirm or identify Circle Bible Study Leaders for the next PW year.
- b) Order, distribute and redistribute Horizons *Bible* Study materials and pamphlets.
- c) Coordinate *Bible* Study Leader training and resourcing.
- d) Complete annual report of activities, results and issues as requested.

Section 9. The Local Mission Communicator shall fulfill the following key responsibilities:

- a) Assign high school graduates to Circles for contact and support for one year.
- b) Coordinate Circle Project selection process; ensure new projects are approved by Session.
- c) Coordinate special PW projects for Christmas and summer.
- d) Keep a record of donations to special projects.
- e) Coordinate project publicity.
- f) Complete annual report of activities, results and issues as requested.

Section 10. The Together in Service Communicator shall fulfill the following key responsibilities:

- a) Coordinate distribution and collection of Thank and Birthday Offerings.
- b) Coordinate ecumenical and mission projects.
- c) Complete annual report of activities, results and issues as requested.

Section 11. The Search Committee Moderator shall fulfill the following key responsibilities:

- a) Select at least two additional members within 60 days of election to form a Search Committee. The committee shall:
 - i. Serve the same term as the Search Committee Moderator's two-year term.
 - ii. Give special attention to Article V of the *PW Bylaws* for identifying and selecting persons to be nominated and elected to PW offices.
 - iii. Use PWCT approved selection guidelines, church records, and other appropriate/approved materials from PWP.
- b) Serve as at-large member of all circles.

ARTICLE VII Standing Committees and Appointive Positions

Section 1. The Moderator of PW shall appoint on an annual basis the moderator and other PW members of the following committees and appointive positions:

- a) Advisory: Composed of the committee moderator (Immediate Past PW Moderator) and the last two past PW Moderators to advise the PW Moderator and the PWCT.
- b) Bylaws: Composed of the committee moderator, Immediate Past PW Moderator, PW member, and Parliamentarian to study and update the *PW Bylaws* to a current basis and to advise in Parliamentary rules.
- c) Finance: Composed of the committee moderator, current Treasurer, a past PW treasurer (preferably the immediate past Treasurer,) the PW Moderator-elect and at least one additional PW member. The committee shall have two members from the previous year to ensure continuity. Reference Article IX Finances for key responsibilities.
- d) Honorary Life Membership and Memorials: Composed of the committee moderator and at least four other PW members, representative of a cross-section of PW membership to seek suggestions, consider and present names of FPC members deserving of such honors. The nomination guidelines and selection criteria shall be approved by the PWCT and published in the *PW Policies and Procedures Manual*.
- e) Music: Composed of at least two PW members to provide music for the PW meetings.
- f) Decorating: Composed of the committee moderator and at least two PW members as representatives to provide decorations at the PW General Meetings.
- g) Library: Composed of at least two PW members to provide resources to support the Horizons Study and PW activities.
- h) PW Policies and Procedures Manual Committee: Composed of the committee moderator, PW Bylaws Committee Moderator and one to three other PW members to study and update the *PW Policies and Procedures Manual* to a current basis.
- i) Host Circle Volunteer Coordinator to coordinate all circle volunteers for General Meetings.

ARTICLE VIII Circles

Section 1. All the women in the church are encouraged to participate in PW Circles and are assigned to a Circle according to their personal preference. These Circles shall be designated by numbers.

Section 2. The Circles shall be reviewed every two years by the PWCT to determine if circles should be combined, divided or otherwise changed.

Section 3. Each Circle shall have a Circle Leader. The Circle Leader shall:

- a) Be recruited by the Search Committee.
- b) Preside at all meetings of the Circle.
- c) Serve on the PWCT.
- d) Recruit a Treasurer from within her Circle.
- e) Present a written report as requested.

Section 4. The Circle Leader is a voting member of the PWCT.

Section 5. The Circle Leader shall plan with the PW Moderator-elect to strengthen and encourage every woman member of FPC to learn and share in the total program of PW and FPC. Each Circle Leader shall organize her Circle as provided in Article VIII of these Bylaws.

Section 6. The Circle Co-Leader shall perform all the duties of the Circle Leader in her absence. The Circle Co-Leader shall:

- a) Assist the Circle Leader in the work of the Circles.
- b) Provide themed messages provided by the PW Moderator, as made available for the Circles.

Section 7. The Circle Treasurer shall be responsible for securing and collecting monies of her Circle. She shall remit funds to the PW Treasurer as instructed.

Section 8. Each Circle shall have at least two *Bible* Study Leaders appointed by the Spiritual Enrichment Communicator.

ARTICLE IX Finances

Section 1. The work of the PW shall be financed through regular pledges and voluntary offerings.

Section 2. A Finance Committee appointed by the PW Moderator shall consist of at least five members: the committee moderator, the current Treasurer, a past Treasurer, the Moderator-elect and one other PW member.

Section 3. The PW Finance Committee shall prepare a proposed budget to be approved by the PWCT prior to sending it forward to the general membership for adoption. The approved, proposed budget shall be presented to the PW for final adoption at the Annual Meeting.

Section 4. The Finance Committee shall work closely with the Treasurer in all financial matters. It shall:

- a) Assure the annual review of the PW financial records within 60 days of the end of the PW year.
- b) Present a copy of the *PW Annual Financial Report* to the PWCT with copies filed by the Recording Secretary and PW History Committee Moderator.
- c) Present the PW Annual Financial Report to FPC Budget and Finance Committee by September.

Section 5. The Finance Committee shall make recommendations to the PWCT at its first meeting of the new year for distribution of funds exceeding the immediate past budget.

ARTICLE X Meetings

Section 1. The regular meetings for planning and carrying on the work of the PW shall be PWCT (preceding the monthly Circle meetings), Circles and at least one General Meeting, an Annual Meeting.

Section 2. All meetings of PW shall be scheduled by the PW Moderator.

Section 3. Called PW Meetings shall be held at the call of the PW Moderator or upon written request of five members, due notice of at least a week having been given.

ARTICLE XI Quorum

Section 1. Five percent of the PW membership provided there are four elected officers and a majority of the Circle Leaders, shall constitute a quorum for a General Meeting business session or a Special Meeting.

Section 2. Four elected officers and a majority of designated representatives of the Circles shall constitute a quorum for the PWCT.

Section 3. Ten percent of the Circle membership, provided it includes one Circle Leader, shall constitute a quorum for the Circle.

ARTICLE XII Parliamentary Authority

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

ARTICLE XIII Amendments

Section 1. The Bylaws Committee shall study and update the *PW Bylaws* to a current basis.

Section 2. Proposed amendments from the general membership shall be in writing, signed by two members and submitted to the PWCT for referral to the Bylaws Committee.

Section 3. Proposed amendments by the Bylaws Committee shall be presented and reviewed at a PWCT meeting prior to submitting to the general membership for a vote.

Section 4. Proposed amendments shall be communicated to the PW membership by providing a minimum of 30 days' notice prior to the General Meeting. Multiple methods may be used to communicate changes such as email, U.S. Postal mail, *First Press* and copies provided at the Kate Sprunt Library.

Section 5. These Bylaws may be amended at any PW General Meeting by a two-thirds vote of those present and voting.