

## ARTICLE I

The name of this organization shall be Presbyterian Women of the Brevard-Davidson River Presbyterian Church.

## ARTICLE II – PURPOSE

Forgiven and freed by God in Jesus Christ, we commit ourselves: to nurture our faith through prayer and Bible study, to support the mission of the church world-wide, to work for justice and peace, and to build an inclusive, caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God's kingdom.

## ARTICLE III - MEMBERSHIP

**Section 1:** All women members of the congregation of the Brevard-Davidson River Presbyterian Church are eligible to participate in or to be supportive of Presbyterian Women.

**Section 2:** Women of the community who share in the activities of PW may become members of the local organization. The Moderator, Vice-Moderator, Treasurer and at least two-thirds of the Coordinating Team members shall be members of the PC(USA).

**Section 3:** The Membership of PW shall be divided into Circles. The Membership shall be distributed as much as possible to form Circles of equal numbers. Membership may be shifted bi-annually at individual discretion.

**Section 4:** The local organization is a member of PW of the Presbytery, Synod and church-wide Organization. All PW members in the Congregation are automatically members of Presbytery.

## ARTICLE IV - COORDINATING TEAM ELECTION & TERM OF OFFICE

**Section 1:** The Moderator of Search and her committee shall be responsible for selecting persons to be nominated for office in PW in the Congregation.

**Section 2:** The Search Committee shall present the new slate of officers to the Coordinating Team one month prior to the election at the Spring Gathering (Birthday Offering Gathering). The Committee shall also present the slate at the Spring Gathering in May. Nominations from the floor are permitted if the person so nominated has been consulted. If no nominations from the floor, the election shall proceed by acclamation. A majority of votes shall constitute an election.

**Section 3:** There shall be an annual election of one group of officers in May. Each officer shall serve for one term of two years in any given office. Social Activities Chairman shall be elected each year. Any office as determined by majority vote of the Coordinating Team, may serve for a term longer than two years.

**Section 4:** Officers shall be divided into two groups, each group to be elected in alternate years for a two year term except as set forth in Article IV, Section 3.

Group 1

Moderator  
Recording Secretary  
Moderator of Search  
Spiritual Facilitator  
Social Activities Chairman  
Circle Moderators

Group 2

Vice-Moderator  
Corresponding Secretary  
Treasurer  
Mission/Issues Facilitator  
Creative Ministries Facilitator  
Historian  
Social Activities Chair

**Section 5:** The newly elected officers shall be installed during a worship service prior to assuming office in September. The retiring officers shall complete the business of the year and shall surrender to their successors their essential books and papers pertaining to their respective offices.

**Section 6:** The Search Committee shall fill unexpired terms except as provided in Article VI Section 3.

## **ARTICLE V- ORGANIZATIONAL FEATURES**

**Section 1:** The Moderator, Vice-Moderator, Recording Secretary and Treasurer shall constitute the Executive Committee.

**Section 2:** All the officers shall comprise the Coordinating Team.

## **ARTICLE VI - DUTIES OF OFFICERS**

**Section 1:** The primary responsibility of each officer is to plan with the Coordinating Team the program for PW in the Congregation. Each officer should be familiar with the By-Laws to enable her to understand the functions of PW and her duties as an officer.

**Section 2:** The Moderator or Vice-Moderator shall preside at all meetings of the Coordinating Team and at all Gatherings of PW in the Congregation and shall call special meetings as needed. She shall appoint committees. She shall present a report of the work of the year (except financial) and report to the Coordinating Team and to the Presbytery Moderator by January 31 or as requested. She shall provide pertinent information to the Clerk of Session. She may be ex-officio member of Circles and of any committee except the Search Committee. She shall be a member of the Session Committee on Ministry and of the Coordinating Ministry Team. She shall receive communications on behalf of the organization and shall be the direct link to PW in the Presbytery.

**Section 3:** The Vice-Moderator shall preside in the absence of the Moderator or at the request of the Moderator. If the office of Moderator becomes vacant between elections, she shall complete the Moderator's term. She shall work with the Circle Moderators helping each Circle fulfill its purpose. She shall assign new church members to Circles and make changes when necessary.

**Section 4:** The Recording Secretary shall maintain and preserve the working records of PW in the Congregation. She shall record the minutes of the Coordinating Team and the business sessions of all General Gatherings. She shall prepare press and bulletin notices, report any changes in offices to Presbytery and send notifications announcing each Coordinating Team meeting. She shall coordinate all annual reports from each officer and present the report to the Coordinating Team.

**Section 5:** The Corresponding Secretary shall send any greeting or sympathy cards when the occasion demands. She shall read any correspondence received at the Coordinating Team meeting.

**Section 6:** The Treasurer shall receive and disburse PW funds as directed by the Coordinating Team. She shall keep accurate financial records of receipt and disbursement of all PW funds. She shall submit monthly, quarterly and annual reports to the Coordinating Team and to the Business Administrator of the Church. She shall submit the annual budget for approval at the Spring Gathering of PW in the Congregation and also submit a copy to the Clerk of Session for approval. She shall submit financial records for audit on a regular basis.

**Section 7:** The Moderator of Search shall chair the Search Committee. The Committee shall consist of the moderator serving a two year term and a member from each Circle serving a one year term.

**Section 8:** The Circle Moderators shall bring their Circles' needs, concerns and suggestions to the Coordinating Team.

**Section 9:** The Spiritual Nurture Facilitator shall be responsible for CT meeting devotions, coordinating the monthly Bible study leaders in the Circles, Retreats, Development of prayer life and Resources for study.

**Section 10:** The Mission/Issues Facilitator shall maintain contact with our missionaries, oversee community and ecumenical outreach and Church World Service. Special emphasis of this position shall be on hunger, peacemaking, economic justice, and concerns for women and children. She shall be a member of the Finance Committee.

**Section 11:** The Creative Ministries Facilitator shall be responsible for the Birthday Offering, at the Spring Gathering and the Thank Offering including Medical at the Fall Gathering. She shall be a member of the Finance Committee.

**Section 12:** The Historian shall maintain historical records by preparing, or continuing, a scrapbook or similar means of keeping brochures, programs, photographs, (videos,) and newspaper articles. She shall write the annual historical report of PW in the Congregation and shall submit it to the Coordinating Team and to the Historian of PW in the Presbytery no later than January 31. This file shall be continued by each successor.

**Section 13:** The Chairman of the Social Activities Committee shall be responsible with a committee of her choice, for planning and serving food and drink for all PW functions. The Chairman may call on all Circles to provide help when needed. She shall also be responsible for any other church functions when requested by the Session, calling on all church members to

provide help when needed.

## **ARTICLE VII - DUTIES OF THE COORDINATING TEAM**

The Coordinating Team shall:

Conduct an annual review and evaluation based on goals of the year just completed.

Set goals and objectives for the new program year.

Maintain an ongoing, working relationship with the PW Enabler of the Presbytery.

Discover and utilize the gifts of members.

Be responsible for an ongoing educational program for women based on their spiritual needs.

Provide an opportunity to support the mission of the PC(USA) through giving, education, global awareness and other means.

Be responsible for the preparation of an annual budget and authorization of expenditures.

Maintain accountability to, and relationships with, the Session.

Maintain relationship with PW in Presbytery and facilitate communication of information and resources from and to PW at all levels.

Maintain relationship with ecumenical and community groups as appropriate.

## **ARTICLE VIII - CIRCLES**

**Section 1:** Circles shall be designated by number and shall be of as equal numbers as possible. Each Circle shall have a Moderator and a Treasurer, and may at the discretion of the Moderator, have a Co-Moderator.

**Section 2:** A Circle shall not assume any financial responsibility without the approval of the Coordinating Team.

**Section 3:** Each month the Circle Treasurer shall report to the PW Treasurer in the Congregation all funds received and disbursed.

## **ARTICLE IX - FINANCES**

**Section 1:** The program of PW in the Congregation shall be financed by supporting the Celebration of Mission through women's pledges. Each woman shall be encouraged to pledge through PW for:

Women's mission support for the worldwide mission of the PC(USA) through the General Assembly mission budget.

Women shall support the basic operating budget of PW in the Congregational, Presbytery, Synod and Church-wide levels.

**Section 2:** The Treasurer shall be Chairman of the Finance Committee and she shall be assisted by the Mission/Issues Facilitator and the Creative Ministries Facilitator with the Moderator an ex-officio member. The Finance Committee shall present a proposed budget at the Spring

Gathering in May.

**Section 3:** The budget shall be accepted by PW in the Congregation. Circle Treasurers shall remit monthly all pledges to the Treasurer of PW in the Congregation. Project money or offerings may be disbursed at the discretion of the Circle members, but they shall be reported monthly to the PW Treasurer for inclusion in her report.

## **ARTICLE X - GATHERINGS**

**Section 1:** PW in the Congregation shall meet regularly for fellowship, inspiration, information, advocacy, and to conduct business. Leaders shall be elected at the Spring Gathering.

**Section 2:** Special meetings of the PW in the Congregation shall be held at the call of the Moderator or upon written request of five members, due notice having been given. The Executive Committee may be called to meet in an emergency. Any action taken shall be reported at the next PW Gathering.

**Section 3:** Twenty (20) percent of the participating members of a Circle, provided it includes one Circle officer, shall constitute a Circle quorum.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY & ORDER OF BUSINESS**

Roberts' Rules of Order is used by the General Assembly of the PC(USA) as a guide to procedure. It is likewise used by the PW.

Order of business shall be as follows:

- |                                    |                                    |
|------------------------------------|------------------------------------|
| 1. Call to order                   | 5. Reports of Officers and Circles |
| 2. Worship Service or Prayer       | 6. Reports of Special Committees   |
| 3. Attendance Count                | 7. Unfinished Business             |
| 4. Reading and approval of Minutes | 8. New Business                    |
|                                    | 9. Adjournment                     |

## **ARTICLE XII - AMENDMENTS**

These By-Laws may be amended at any PW Gathering by a two-thirds vote of those present and voting, provided notice of the proposed amendments has been submitted in writing to the members at least thirty (30) days prior to the Gathering at which they will be voted on. They may also be amended by a three-fourths vote without prior notice.

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

Revised: July 2004