

WHITE MEMORIAL PRESBYTERIAN CHURCH PRESBYTERIAN WOMEN

CONSTITUTION

ARTICLE I NAME

This organization shall be known as the Presbyterian Women (PW) of the White Memorial Presbyterian Church, Presbytery of New Hope, Synod of the Mid-Atlantic, Presbyterian Church (U.S.A.).

ARTICLE II PURPOSE

Forgiven and freed by God in Jesus Christ and empowered by the Holy Spirit, 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 (U.S.A.) and witnesses to the promise of God's kingdom.

ARTICLE III MEMBERSHIP

SECTION 1. Membership in Presbyterian Women is open to all women.

SECTION 2. All members shall be eligible to vote.

SECTION 3. The membership shall be divided into Circles.

SECTION 4. The Senior Minister shall be an ex-officio member.

SECTION 5. A member of the staff of White Memorial Presbyterian Church shall be assigned to Presbyterian Women by the Senior Minister of the Church.

ARTICLE IV OFFICERS

SECTION 1. The officers of the Presbyterian Women shall be members of White Memorial Presbyterian Church. They shall be: the Executive Officers who are Moderator, Moderator-Elect, Vice-Moderator, Past Moderator, Secretary, Treasurer, Treasurer-Elect, Historian, Co-Moderators of the Search Committee, Projects Communicator, Missions Communicator, and Spiritual Nurture Communicator. The above shall serve as the Executive Coordinating Team.

SECTION 2. The Coordinating Team shall be comprised of the above officers, a Representative from each Circle, and the Chairs of the Standing Committees.

**ARTICLE V
GOVERNMENT**

Presbyterian Women shall be under the authority of and accountable to the Session of the Church and is a Committee of the Sessional Committee, Congregational Ministries.

**ARTICLE VI
GATHERINGS**

The regular Gatherings of Presbyterian Women shall be: the Coordinating Team Gatherings, Circle Gatherings, and General Gatherings.

SECTION 1. All Gatherings shall be scheduled by the Moderator-Elect. The Annual Gathering shall be held in May.

SECTION 2. Regular Gatherings of the Presbyterian Women shall be held at the call of the Moderator, or upon written request of five members, due notice having been given.

SECTION 3. All women of the church shall be encouraged to attend Presbyterian Women Gatherings.

**ARTICLE VII
AMENDMENTS**

SECTION 1. This Constitution may be amended at any Gathering by a two-thirds vote of those present and voting, provided notice of the proposed amendment has been submitted at a previous regular Gathering of Presbyterian Women.

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

BYLAWS

ARTICLE I MEMBERSHIP

SECTION 1. The membership of Presbyterian Women shall be the women of the church who choose to be members of Presbyterian Women.

SECTION 2. Women of the community who share in the activities of Presbyterian Women may become members of the local organization but may not hold office.

SECTION 3. An honorary membership may be given to individuals in recognition of distinguished Christian service. A memorial membership may also be given (See also Article V, Section 6).

SECTION 4. The membership of the Presbyterian Women shall be divided into Circles. The membership shall be reviewed every four years. (See also Article VI, Section 2).

SECTION 5. Every member of local Presbyterian Women groups in the Presbytery is a member of Presbyterian Women of the Presbytery. The voting strength of the annual Presbyterian meeting may be determined by the Coordinating Team of the Presbytery.

ARTICLE II NOMINATION, ELECTION, AND TERMS OF OFFICE

SECTION 1. The Search Committee shall be responsible for selecting the persons to be nominated for office in Presbyterian Women (Officers are listed in Article II, Section 5). They shall also be responsible for appointing Circle Representatives for each circle who will serve staggered terms of two years each.

SECTION 2. The names shall be presented to the Congregational Ministries Committee for approval.

SECTION 3. The names shall be presented to the Presbyterian Women in March and will be voted upon in April. Nominations from the floor are permitted with the prior consent of the nominee and prior Congregational Ministries Committee approval. A majority of the votes cast shall constitute an election. The officers shall be installed in May.

SECTION 4. The Moderator, Moderator-Elect, Treasurer, and Treasurer-Elect shall each serve a one-year term. At the completion of the one-year term, the Moderator shall assume the office of Past Moderator and serve on the Coordinating Team for one year. The Moderator-Elect shall assume the office of Moderator for one year, and the Treasurer-Elect shall assume the office of Treasurer for one year. All other officers shall serve two years.

SECTION 5. The officers shall be divided into two groups to be elected in alternate years for a term of two years, as follows:

| <u>Group 1 (Elected in Spring of Even Years)</u> | <u>Group 2 (Elected in Spring of Odd Years)</u> |
|--|---|
| Moderator-Elect | Moderator-Elect |
| Treasurer-Elect | Treasurer-Elect |
| Historian | Vice Moderator |
| Secretary | Missions Communicator |
| Spiritual Nurture Communicator | Search Committee Co-Moderator |
| Search Committee Co-Moderator | |
| Projects Communicator | |

SECTION 6. The Moderator-Elect is elected every year and shall assume the office of Moderator the following year. The Treasurer-Elect is elected every year and shall assume the office of Treasurer the following year.

SECTION 7. The term of office for Circle Representatives shall be two years. These terms shall be staggered.

SECTION 8. The term of office for a Standing Committee Chair shall be two years. Committees with Co-Chairs shall operate on a rotating system whereby the first year of office is served as Vice-Chair; the second year of office is served as Chair.

SECTION 9. The officers shall be installed and assume office at the Annual Gathering in May. The retiring officers shall complete the business of the year and shall surrender to their successor's essential books and papers pertaining to their respective offices by June 1st.

SECTION 10. The Search Committee with the approval of the Coordinating Team shall fill vacancies occurring in offices.

ARTICLE III DUTIES OF EXECUTIVE OFFICERS

SECTION 1. MODERATOR

1. The Moderator shall preside at all Gatherings of Presbyterian Women and the Coordinating Team and call special meetings if necessary. She shall appoint such committees as needed, present an Annual Report and report to the Presbyterian Moderator in accordance with her request. The Moderator may be an ex-officio member of Circle and of any committees.

2. The Moderator is a member of the Sessional Congregational Ministries Committee and shall submit Presbyterian Women Gathering and Coordinating Team minutes to the Chairman of the Congregational Ministries Committee, if requested. She shall report information from the Congregational Ministries Committee to the Coordinating Team.

3. The Moderator shall oversee Presbyterian Women using the Presbyterian Women Constitution and Bylaws and the WMPC Manual of Operations.

SECTION 2. MODERATOR-ELECT

1. The Moderator-Elect, after having solicited suggestions for names from the Coordinating Team, shall appoint the Chairs of the following Standing Committees:

Spring of Even Years

Baptismal Sampler
Christmas Share
Church Women United
Circle Membership
Hospitality
Life Membership
Nursery
Pastor's Aide
Presbyterian Women's Retreat

Spring of Odd Years

Christmas Share
Circle Membership
Life Membership
Nursery
Presbyterian Women's Retreat

These names are then announced in April, along with the slate of officers selected by the Search Committee. (See also Article V, regarding Standing Committee Chairs).

2. The Moderator-Elect shall visit Circles during the course of her term. She shall be Chair of the Program Committee that will arrange programs for the following year when she serves as Moderator. She shall be a Co-Chair of the Procedures Committee and a member of the Finance Committee. She shall also be an ex-officio member of the Search Committee.

SECTION 3. VICE-MODERATOR

1. The Vice-Moderator shall, in the absence of the Moderator, perform all the duties of that office, and upon the resignation of the Moderator, shall become Moderator and hold office through the unexpired term of the former Moderator.

2. She shall be responsible for and publish the schedule and venues of Circle Gatherings, determined in conjunction with the Circle Representatives. She shall also prepare newsletter and bulletin notices.

3. The Vice-Moderator shall be a member of the Search Committee, the Program Committee, and Co-Chair of the Procedures Committee.

SECTION 4. SECRETARY

The Secretary shall determine quorum and record the minutes for the Coordinating Team; shall determine quorum and record votes and action taken on business during General Gatherings. She shall attend to correspondence as directed by the Moderator. She shall make copies of the Constitution and Bylaws of the Presbyterian Women of White Memorial Presbyterian Church available to officers.

SECTION 5. TREASURER

The Treasurer shall receive and record all money of the Presbyterian Women. She shall pay bills and disburse funds as directed by the Coordinating Team; remit benevolences to the Treasurer of the Church; remit Contingent Funds as directed by the Presbyterial Treasurer. She shall prepare quarterly and annual financial reports for the Coordinating Team and for the business session of the General Gatherings. She shall provide the Clerk of the Session with a financial report. She shall serve as Chair of the Finance Committee.

SECTION 6. TREASURER-ELECT

The Treasurer-Elect shall assist the Treasurer in all functions. She shall act in the place of the Treasurer in the Treasurer's absence. She shall be a member of the Finance Committee.

SECTION 7. HISTORIAN

The Historian shall compile the history of the Presbyterian Women annually, as instructed in the WMPC Manual of Operations, Presbyterian Women in the Congregation. She shall send copies of the history to the Presbytery of New Hope. She shall make a report of her activities to the Coordinating Team and the Presbyterial Historian.

SECTION 8. PAST MODERATOR

The Past Moderator shall be a member of the Program Committee and Finance Committee.

SECTION 9. SPIRITUAL NURTURE COMMUNICATOR

1. The Spiritual Nurture Communicator assists in deepening personal faith as Presbyterian Women grow in the knowledge of Christ.
2. She shall provide for a devotional at Coordinating Team Gatherings.
3. She shall be responsible for selecting the Bible Moderators for the Circles, with help from the Search Committee, if needed.
4. She shall be a member of the Program Committee and the Search Committee.
5. She shall be responsible for ordering the annual Bible Study materials.

SECTION 10. PROJECTS COMMUNICATOR

1. The Projects Communicator shall plan opportunities for women to understand and accept their Christian responsibility in their community, and shall suggest channels through which women may fulfill their responsibilities as members of the Body of Christ in our contemporary world.
2. She shall be the Chair of the Projects Committee whose other members are the Projects Chairs from each Circle. She shall work with the Circle Representatives helping each Circle fulfill its purpose of being a sustaining Christian fellowship which provides opportunities for service. She coordinates and advises in the scheduling of Circle projects and related activities.

3. She shall be a member of the Program Committee and the Finance Committee, and may advise the Christmas Share Committee if requested by its Chair. She shall also be a member of the church Community Service Committee which is a committee of the Sessional Outreach Division, and shall report information from the Community Service Committee to the Coordinating Team.

SECTION 11. MISSIONS COMMUNICATOR

1. The Missions Communicator shall lead the Presbyterian Women into significant participation in the program of the church in World Missions and Social Justice and Peacemaking, under the guidance of the Session; bring to all Presbyterian Women an awareness of the larger fellowship to which they belong as members of the church; and bring to women some understanding of our contemporary world, to and in which we must witness.

2. She is responsible for the Thank Offering in November and the Birthday Offering in May

3. She shall be a member of the church Outreach Committee which is a committee of the Sessional Outreach Division. She shall report information from the Outreach Committee to the Coordinating Team.

4. She shall be a member of the Program Committee and is responsible for participating in the planning of at least one General Gathering program for Missions or Social Justice and Peacemaking; and she may advise the Christmas Share Committee if requested by its Chair.

SECTION 12. CO-MODERATORS OF THE SEARCH COMMITTEE

1. The Co-Moderators of the Search Committee shall be responsible for selecting leaders in the work of Presbyterian Women. Their committee shall select Presbyterian Women officers.

2. The committee shall appoint Circle Representatives every year so that terms are staggered, using suggested names from present Circle Representatives. The committee may offer input/suggestions to the Spiritual Nurturer in her selection of Bible Moderators.

3. The Co-Moderators of the Search Committee shall also be members of the Program Committee.

4. The Co-Moderators will present a slate of officers to the Congregational Ministries Committee for approval in February and will announce the slate at the March Coordinating and General Gatherings, to be voted upon in April at the Coordinating and General Gatherings and installed in May at the General Gathering.

ARTICLE IV
DUTIES OF THE COORDINATING TEAM

SECTION 1. The Coordinating Team shall be composed of the Executive Officers, Circle Representatives, and Chairs of Standing Committees.

SECTION 2. Circle Representatives are appointed by the Search Committee of Presbyterian Women. In addition to being members of the Coordinating Team, Representatives preside at Circle Gatherings and have the responsibility of knowing members of the Circle. They help to create fellowship within the Circle, involving the women in service.

SECTION 3. The moderator and three other Executive Coordinating Team members shall constitute an Ad Hoc Committee empowered to transact business in the interim of meetings.

SECTION 4. The duty of the Coordinating Team shall be to make decisions for Presbyterian Women, to carry out the purposes of Presbyterian Women (U.S.A.), and to serve as a communication vehicle for circles.

ARTIFICE V
APPOINTMENT AND DUTIES OF THE STANDING COMMITTEE CHAIRS

The Chairs of the Standing Committees are appointed by the Moderator-Elect. She may solicit suggestions for names from the Coordinating Team over the course of Coordinating Team Gatherings.

The Chairs of the Standing Committees shall be divided into two groups. Group 1 shall be appointed by the Moderator-Elect in the spring of even years, and Group 2 will be appointed by the Moderator-Elect in the spring of odd years.

Group 1 – Appointed in Spring of Even Years

Baptismal Sampler
Christmas Share (1 Appointee)
Church Women United
Circle Membership (1 Appointee)
Hospitality
Life Membership (1 year term)
Nursery (1 appointee)
Pastor’s Aide
Presbyterian Women’s Retreat (1 Appointee)

Group 2 – Appointed in Spring of Odd Years

Christmas Share (1 Appointee)

Circle Membership (1 Appointee)

Life Membership (1 year term)
Nursery (1 appointee)

Presbyterian Women’s Retreat (1 Appointee)

SECTION 1. BAPTISMAL SAMPLER COMMITTEE

The Baptismal Sampler Committee shall provide a baptismal sampler for each child baptized at White Memorial Presbyterian Church. The Committee is composed of the Chair and her appointees.

SECTION 2. CHRISTMAS SHARE COMMITTEE

The Christmas Share Committee is a shared project of the Sessional Community Service Committee and Presbyterian Women. The responsibility of the Committee is to plan, promote, and implement a Christmas Share opportunity for the congregation, with one major part of the event being in conjunction with either the November or December Gathering of Presbyterian Women.

The Committee may wish to coordinate its efforts with the Missions Communicator and the Projects Communicator.

The Committee shall include three people: one person appointed from the Community Service Committee and two persons from Presbyterian Women, one selected by the Moderator each year to serve a rotating, two-year term.

SECTION 3. CHURCH WOMEN UNITED COMMITTEE

The Church Women United Committee represents White Memorial Presbyterian Church Women by supporting this national, ecumenical movement that brings Christian women together into one community of prayer, advocacy, and service.

The Committee is composed of the Chair and her appointees.

SECTION 4. CIRCLE MEMBERSHIP COMMITTEE

The Circle Membership Committee is responsible for maintaining Circle membership rolls; reviewing Circle membership distribution every four years, if necessary; placing new members in Circles, if the new members so desire; contacting new church members, and determining membership status for all church women.

The Committee shall be composed of the Circle Membership Chair and Co-Chair and the Pastor's Aide Chair.

SECTION 5. HOSPITALITY COMMITTEE

The Hospitality Committee shall be responsible for the hospitality at regular Gatherings of Presbyterian Women (i.e. the luncheons and Mother/Daughter Banquet) and shall be responsible for scheduling Circles to provide hospitality.

The Hospitality Chair shall be responsible for refreshments, if desired, at Coordinating Team Gatherings.

The Hospitality Committee shall be composed of the Chair and the Hospitality Chairs from each Circle. The Chair shall also serve on the Sessional Food Services Committee.

SECTION 6. LIFE MEMBERSHIP COMMITTEE

The Life Membership Committee shall give recognition of distinguished Christian service to individuals or may give a memorial membership to individuals in accordance with the “Honorary Life and Memorial Membership” from the Synod of the Mid-Atlantic.

The Committee shall be composed of the Chair and three to five Honorary Life Membership former recipients appointed by the Chair.

SECTION 7. NURSERY COMMITTEE

The Nursery Committee is responsible for providing appropriate childcare and a nurturing environment for children of Presbyterian Women during all Gatherings of Presbyterian Women and Gatherings of the Coordinating Team. The Nursery Committee shall be responsible for securing, scheduling, and overseeing caregivers.

The Committee shall coordinate the payment to caregivers with the Finance Committee.

The Committee shall coordinate its efforts with the Director of Christian Education of White Memorial Presbyterian Church to ensure the proper use of shared resources with the church.

The Committee shall be composed of the Chair and Co-Chair and additional members appointed by the Chair, as needed.

SECTION 8. PASTOR’S AIDE COMMITTEE

The Pastor’s Aide Committee shall provide help, especially in times of crisis, for Presbyterian Women and their families. The Pastor’s Aide shall be responsible for organizing a prayer chain for Presbyterian Women and activating it when the need arises. The Pastor’s Aide shall be a liaison with Church Staff regarding critical needs of Presbyterian Women members.

The Committee shall be composed of the Chair and the Pastor’s Aides from each Circle.

SECTION 9. FINANCE COMMITTEE

The Committee shall present a budget at the March Gathering of Presbyterian Women for approval, to be voted upon at the April Gathering for adoption. The Finance Committee shall see that the Principles of Financing as outlined in the WMPC Manual of Operations are carried out.

The Presbyterian Women organization is expected to finance its work through regular pledges and voluntary offerings. The Presbyterian Women operate under whatever plan of budget the Session approves.

The Finance Committee shall be responsible for obtaining an independent review of the Treasurer’s books.

The Committee shall be composed of the Treasurer of Presbyterian Women as Chair; the Treasurer-Elect; the Moderator, as ex officio; the Moderator-Elect; the Past Moderator, the Past Treasurer; the Projects Communicator; and a member-at-large appointed by the Moderator.

SECTION 10. PROCEDURES COMMITTEE

The Procedures Committee may review the Constitution and Bylaws as necessary.

The Committee shall be composed of the Vice-Moderator and Moderator-Elect as Co-Chairs.

SECTION 11. PROGRAM COMMITTEE

The Program Committee shall be responsible for selecting speakers and programs for the General Gatherings of Presbyterian Women.

The Committee shall allow for the following: at least one Missions/Social Justice and Peacemaking program; the Christmas Share program; the Honorary Life Membership and Installation of Officers program; and the Mother/Daughter Banquet program. It shall also allow for the Thank Offering in November and the Birthday Offering in May (in accordance with the duties of the Missions Communicator).

The Committee shall be composed of the Moderator-Elect as Chair, Moderator, Vice-Moderator, Past Moderator, Projects Communicator, Missions Communicator, Spiritual Nurture Communicator, and Co-Moderators of the Search Committee. A member at large may be appointed by the Moderator-Elect.

SECTION 12. PROJECTS COMMITTEE

The Projects Committee shall be responsible for helping each Circle choose at least one service project and for providing resource information regarding opportunities for service in the community and elsewhere. The Committee may wish to coordinate its efforts with the Missions Communicator, with the Christmas Share Committee, and with the church Community Service Committee.

The Committee shall be composed of the projects Communicator as Chair and the Projects Chairs from each Circle.

SECTION 13. SEARCH COMMITTEE

The Search Committee shall select nominees for Executive Officers.

The Committee shall appoint Circle Representatives every two years, using names suggested by the current Circle Representatives.

The Committee shall be composed of the Co-Moderators of the Search Committee as Chairs, Vice-Moderator, Spiritual Nurture Communicator, and two members appointed by the Moderator.

The Moderator and Moderator-Elect shall serve on the Search Committee as ex-officio members.

SECTION 14. PRESBYTERIAN WOMEN'S RETREAT COMMITTEE

The Presbyterian Women's Retreat Committee shall be responsible for the planning and the execution of a Women's Retreat.

ARTICLE VI CIRCLES

SECTION 1. The membership of the Presbyterian Women shall be divided into Circles.

SECTION 2. The size and strength of Circle membership shall be distributed as equitable as possible to maintain the integrity of the individual Circles. The membership of Circles shall be reviewed every four years by the Circle Membership Committee.

SECTION 3. There shall be Co-Representatives for each Circle, appointed by the Search Committee.

SECTION 4. Each Circle shall have Co-Representatives, Treasurer, Bible Moderator, Pastor's Aid, Hospitality Chair, and Projects Chair. The Treasurer, Pastor's Aide, Hospitality Chair, and Projects Chair are appointed by the Circle Representative. The Bible Moderator is appointed by the Spiritual Nurture Communicator with input/suggestions from the Search Committee.

SECTION 5. The Circle Representatives shall preside at the Circle Gatherings and shall be members of the Coordinating Team.

SECTION 6. Various types of Circles which meet the needs of the women may be formed with the approval of the Coordinating Team. (Examples of Circles are in the WMPC Manual of Operations, Presbyterian Women in the Congregation).

ARTICLE VII QUORUM

SECTION 1. Five percent of the membership shall constitute a quorum for business sessions of the Presbyterian Women, provided there are four Executive Officers and a majority of the Circle Representatives present.

SECTION 2. The majority of the Executive Officers and a majority of the designated Circle Representatives shall constitute a quorum for the Coordinating Team.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, is used by the General Assembly of the Presbyterian Church (USA) as a guide to parliamentary procedure. It is also used by Presbyterian Women.

ARTICLE IX
ORDER OF BUSINESS FOR PRESBYTERIAN WOMEN
GATHERINGS (REGULAR AND COORDINATING TEAM)

1. Call to Order
2. Worship Service, Devotional, or Prayer
3. Attendance Count
4. Reading and Approval of Minutes
5. Reports of: Officers
 Standing Committee Chairs
 Circle Representatives
 Special Committees Chairs
6. Old Business
7. New Business
8. Adjournment with Prayer

ARTICLE X
AMENDMENTS

SECTION 1. These bylaws may be amended at any regular Gathering of the Presbyterian Women by a two-thirds vote of those present and voting, provided notice of the proposed amendment has been given at a previous regular gathering.

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