

**PRESBYTERIAN WOMEN
BAYSIDE PRESBYTERIAN CHURCH
BY-LAWS 1997**

ARTICLE I – NAME

This organization shall be known as Presbyterian Women of the Bayside Presbyterian Church, Virginia Beach, VA.

ARTICLE II – PURPOSE

The purpose of the Presbyterian Women is:

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 worldwide, 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 – GOVERNMENT

The Presbyterian Women shall be responsible to and under the guidance of the Session of the Bayside Presbyterian Church.

ARTICLE IV – MEMBERSHIP

- Section 1. Members shall be all those who choose to participate in, or be supportive of, PW in any way.
- Section 2. The membership shall be divided into circles to form small groups that gather regularly to provide an inclusive, caring community of women.
- Section 3. An honorary life membership in the PW may be given to individuals in recognition of distinguished Christian service. A memorial membership may also be given.

ARTICLE V – MEETINGS

- Section 1. The Coordinating Team shall meet on the last Monday of the month, August to May, or as designated by the Coordinating Team. The Circles shall meet on the second Monday, Tuesday, Wednesday, and Thursday of September through June, or as desired.
- Section 2. Gatherings shall be held as determined by the Coordinating Team for the purpose of fellowship, inspiration, information, advocacy and to conduct business. Leaders shall be elected and may be installed in the context of one of these gatherings.

ARTICLE VI – COORDINATING TEAM

- Section 1. The members of the Presbyterian Women Coordinating Team shall be:
- General Officers: Moderator, First Vice-Moderator, Secretary, Treasurer, Historian
Program Chairman: Spiritual Nurture, Food Pantry, Mission, and Circle Representative
- Section 2. The general officers shall be elected for a term of two years.
- Moderator
First Vice-Moderator – (will succeed as Moderator the following year)
Treasurer
Secretary
Historian
- Section 3. The Program Chairmen shall be selected by the Search Committee to serve one year or more if they wish, as follows:
- Food Pantry
Spiritual Nurture
Missions
- Section 4. The Circle Representatives shall be selected by the individual Circles to serve one year terms or more if they wish.

ARTICLE VII – NOMINATION AND ELECTION OF OFFICERS

- Section 1. The Search/Nominating Committee shall present names of women being considered for office in the Presbyterian Women to the Session. Following approval of the Session and the women's agreement to be nominated, the names shall be presented to the Presbyterian Women at the Birthday meeting, and after nominations from the floor (if any), the election shall proceed by ballot. A majority of votes cast shall constitute an election. When there is but one candidate for the office, the election by ballot may be dispensed with and the election proceed by acclamation.
- Section 2. The group of officers shall be elected annually.
- Section 3. The newly elected officers shall be installed at the June General meeting and assume their duties at the close of the meeting. At that time the retiring officers shall complete the business of the year and shall surrender to their successor's essential books and pages pertaining to their respective offices.
- Section 4. The Search/Nominating Committee shall fill vacancies occurring in offices.

ARTICLE VIII – COORDINATING TEAM

- Section 1. The Presbyterian Women Coordinating Team shall be composed of the General Officers, the three Program Committee chairmen, and the Circle representatives.
- Section 2. The Moderator and two other Team members shall constitute an Interim Committee to transact emergency business, and shall report its actions at the next regularly scheduled meeting of the Coordinating Team.
- Section 3. The Purpose of the Coordinating Team shall be to coordinate the work of the Presbyterian Women. The Team shall have the general supervision over the affairs of the Presbyterian Women and shall report its actions to the membership.

ARTICLE IX – DUTIES OF THE OFFICERS

The primary responsibility of each officer is to plan with the Coordinating Team the program for the Presbyterian Women. Each woman who accepts an office is expected to give full commitment to the office.

Section 1. Moderator

- a. Shall preside at all gatherings of the Presbyterian Women and the Presbyterian Women Coordinating Team.
- b. Shall appoint special committee chairmen.
- c. Shall present a report of the work of the year (except finances) at the annual meeting in June compiled from written reports of the officers and chairmen.
- d. Shall receive communications on behalf of the organization and shall be the direct link to Presbyterian Women in the Presbytery.
- e. Is ex.-officio member of each circle and all committees except the Search Committee when it meets as a Nominating Committee.
- f. Shall be a member of the Church Coordinating Council.
- g. Shall organize the Fall Gathering.

Section 2. First Vice-Moderator

- a. In the absence of the Moderator, shall perform all duties of the office and upon the resignation or removal of the Moderator shall become Moderator through the unexpired term.
- b. Shall consult with the church secretary and contact all new women members of the Bayside Presbyterian Church and invite them to become members of the Presbyterian Women.
- c. Shall serve as Moderator of the Search/Nominating Committee.
- d. Shall call Search/Nominating Committee meetings as needed with circle representatives as members.
- e. Shall be a member of the Finance Committee.
- f. Shall organize the Spring Gathering.

Section 3. Secretary

- a. Shall keep in permanent form the minutes of all the meetings of the Presbyterian Women and the Coordinating Team.
- b. Shall fill out and mail any reports requested by the Presbytery.
- c. Shall attend to general correspondence and send out special notices upon request of the Moderator.
- d. Shall compile and assemble the Presbyterian Women Directory to be distributed at the August Coordinating Team meeting.
- e. Shall compile and distribute to all circles the monthly newsletter with reports from the chairmen and the Moderator.

Section 4. Treasurer

- a. Shall receive all monies of the Presbyterian Women; collect all circle Offerings from circle treasurers; pay bills and distribute funds as directed by the Coordinating Team in accordance with the budget adopted by the Presbyterian Women.
- b. Shall give an annual report to the Treasurer of Bayside Presbyterian Church in December.
- c. Shall prepare a monthly report to be presented to the Coordinating Team and a financial report of the Presbyterian Women to be presented at the annual meeting.
- d. Shall serve as chairman of the Finance Committee.
- e. The books of the treasurer shall be audited at the close of each work year. The auditor shall be designated by the Finance Committee.

Section 5. Historian

- a. Shall write the history of the work of the local Presbyterian Women annually. The history should cover the period from January 1 through December 31.
- b. Shall send the Presbyterian Women history to the Presbyterian historian annually.
- c. Shall complete the information for the Honorary Life member and send a copy to the historian of the Presbytery and file a copy for the local organization.
- d. Shall maintain a file for her successor.
- e. Shall organize the Lenten Dinners for the church if requested by the Session.

Section 6. Program Chairman

The primary responsibility of each program chairman is to plan with the Coordinating Team the program for the Presbyterian Women. She shall serve on sessional committees as requested. The special responsibilities of each chairman are described as follows:

Section 7. Chairman of Spiritual Nurture

- a. Shall write an inspirational report for the monthly Presbyterian Women newsletter and stress family activities.
- b. Is responsible for the devotional at all Presbyterian Women meetings and Coordinating Team meetings.
- c. Shall encourage the spiritual growth of the women through Bible study, prayer groups and other activities.
- d. Shall compile the names of College freshmen who are members of Bayside Presbyterian Church and distribute to the circles for personal contact during the year.
- e. Shall serve as a member of Finance Committee.
- f. Shall serve as a member of Congregational Care Ministry.
- g. Shall organize the Mother-Daughter Luncheon.

Section 8. Chairman of Food Pantry

- a. Shall supervise and maintain the local church Food Pantry.
- b. Is responsible for filling the requests of the Social Service Bureau and other local needs as directed by the minister of the church.
- c. May select or request a member from each circle to serve on a Food Pantry Committee.

Section 9. Chairman of Missions

- a. Is responsible for publicizing the Birthday and Thank Offering objectives and collecting these offerings.
- b. Shall inform the women of the Church of the work of the Church Women United (i.e.: World Day of Prayer, May Fellowship Day, World Community Day, etc.).
- c. Shall present as on-going educational program to help the women understand their opportunities and involvement in the world wide witness of missions.
- d. May select or request members to serve on the Ecumenical Missions Committee.
- e. Is responsible for coordination of individual circle mission projects.
- f. Shall organize the Birthday Celebration.

Section 10. Circle Representative

In addition to being a member of the Coordinating Team, she presides at circle meetings, and is responsible for knowing all the members of the circles. She keeps in touch with them and helps to create within the circle a joyous fellowship involving the women in study and service. She reports to the Coordinating Team on the work of the circle and submits a monthly report to the secretary.

ARTICLE X – CIRCLES

Section 1. The membership of the Presbyterian Women shall be divided into circles.

- Section 2. There shall be a representative of each circle, elected by the members of the circles.
- Section 3. Each circle may have a co-representative and a secretary. It should have a treasurer elected by members of the circle.
- Section 4. The circle representative shall preside at the Circle meetings; attend the meetings of the Coordinating Team. When she is unable to attend a meeting, she shall designate another representative to attend.
- Section 5. The Presbyterian Women moderator and the first vice-moderator shall work with the circle representatives helping each circle fulfill its purpose of being a sustaining Christian fellowship which provides opportunities for study and service. The first vice-moderator will assign new members to circles, and make changes in circles when necessary, advise about circle programs, coordinate circle projects and activities, and advise with circle chairmen about ways of extending and deepening the fellowship for all on the circle rolls.

ARTICLE XI – FINANCES

- Section 1. The Finance Committee shall be composed of: the treasurer as chairman, the chairman of Spiritual Nurture, the First Vice-Moderator, and the Moderator as an ex-officio member.
- Section 2. The Presbyterian Women shall be supported by the pledged offerings of its members.
- Section 3. The proposed budget of the Presbyterian Women shall be presented by the Finance Committee to the Coordinating Team. They shall present a budget at the September meeting of the Presbyterian Women for approval and adoption.
- Section 4. When adopted by the Presbyterian Women, the funding of the budget shall be assumed by the Presbyterian Women through the circles. The circle treasurer shall remit monthly to the treasurer of the Presbyterian Women monies receive at the circle meeting.
- Section 5. Only such funds as are handled by the treasurer of the local organization shall be included in the annual financial report of the Presbyterian Women.

ARTICLE XII – QUORUM

- Section 1. Ten percent of the membership shall constitute a quorum for business meetings of the Presbyterian Women, provided there are present two general officers and representatives of a majority of the circles.
- Section 2. Two of the general officers and a majority of the circle chairmen or their representatives shall constitute a quorum of the Coordinating Team.

ARTICLE XIII – ORDER OF BUSINESS

1. Call to order (President or Moderator)
2. Worship
3. Reading and Approving of Minutes
4. Reading and Approving of Treasurer's Report
5. Roll Call by Circle or Attendance Count
6. Report of Coordinating Team and Circles
7. Reports of Special Committees
8. Continuing Business
9. New Business (election of officers in April; installation in June; budget in September)
10. Program
11. Adjournment

ARTICLE XIV – AMENDMENTS

- Section 1. These By-laws 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 submitted, in writing, to the membership 30 days prior to the gathering at which they will be voted on.
- Section 2. When necessary, a portion of any meeting of the Coordinating Team may be declared an opening meeting for the purpose of amending the By-laws.
- Section 3. Proposed amendments shall be submitted in writing, either signed by two members, or as the report of a committee appointed for this purpose.