Bylaws for Presbyterian Women in the Congregation (PWC)

**Article I-Name**

The name of this organization is Presbyterian Women of Irvington Presbyterian Church.

**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 worldwide, 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**

Anyone who chooses to participate in, or be supportive of, Presbyterian Women (PW) in any way may be a member. The membership is divided into circles to form small groups that gather regularly to provide an inclusive, caring community of women.

**Article IV- PW Board Election and Term of Office**

*Section* *1*. The leaders form a board for conducting the business of the PW.

Section 2. The nominating committee presents names of women to be elected to the board to the members of the PW of IPC. Ordinarily, elected leaders of the PW will be members of the PC (USA). The moderator(s), vice-moderator (if there is one), treasurer, and at least two-thirds of the coordinating team members shall be members of PC (USA).

*Section 3*. The term of office is for three years with the privilege of reelection for another term.

*Section 4*. The leaders of PW of IPC are moderator and vice moderator (or co-moderators), secretary and/or historian, treasurer, and moderator of the nominating committee. Additional leaders could be a representative from each circle, members-at-large to provide intentional inclusion of the diversity of women in the church. Leaders shall work to fulfill the purpose and principles of PW.

**Article V- Duties of Leaders**

*Section 1.* The moderator, or one of the co moderators, presides at all meeting of the boardand at all gatherings of PW of IPC. She receives communications on behalf of the organization and is the direct link to PW in the Hudson River Presbytery.

*Section 2*. The vice- moderator presides in the absence of the moderator or at her request. If the office of moderation becomes vacant between elections, she will complete the moderator’s term. She assists the moderator as requested.

*Section 3*. The secretary and/or historian maintain and preserve the working and historical records of the PW of IPC.

*Section 4.* The treasurer has knowledge and understanding of all procedures regarding the receipts and disbursements of the operating funds of PW of IPC. She also receives and sends to the treasurer of PW of the Hudson River the funds received for Celebration Giving, except for the amount pledged for the operating expenses of PW of IPC. She makes an annual financial report available to the session of the church.

*Section 5*. The moderator of the nominating committee is chair of the search committee and presents the names of women nominated for leadership positions to PW of IPC.

*Section 6.* The circle leaders bring their circles’ needs and concerns to the board

*Section 7.* The members-at-large with specific responsibilities may be appointed as necessary to perform the work of the PW of IPC.

Section 8. The racial ethnic members-at-large, who are to provide intentional inclusion of the diversity of women in the church, bring their concerns to the board.

**Article VI- Duties of the Coordinating Team**

The board:

* Conducts an annual review and evaluation based on goals of the program year just completed
* Sets goals and objectives for the new program year
* Discovers and utilizes the gifts of members
* Provides an ongoing educational program for women based on their spiritual needs
* Provides an opportunity to support the mission of the PC (USA) through giving, education, global awareness, and other means
* Prepares an annual budget and authorizes expenditures, maintains accountability to, and relationship with the session through an annual report, which includes a financial report, and establishes a fiscal year consistent with that governing body, maintains an ongoing, working relationship with the PW Enabler
* Maintains relationships with PW of the Hudson River and facilitates communication of information and resources from and to PW at all levels and in the wider church, relates to any other women’s groups that may exist in the congregation
* Maintains relationships with Church Women United, other ecumenical groups, and community and issue networks, as appropriate

**Article VII- Nominating Committee**

The nominating committee consists of a moderator and two or more members elected by PW of IPC at an annual gathering. The term of office is for one year . The responsibility is to recommend persons to be called to leadership positions in PW of IPC.

**Article VIII- Finances**

The program of PW of IPC is financed by income from the annual Attic Sale. Each woman is encouraged to donate time to help in the success of the Attic Sale in order for the PW of IPC to :

* Provide financial support for the mission of the church worldwide
* Provide for the basic operating budget of PW of IPC and IPC

PW of IPC support the operating budget of PW of the Hudson River and PW of the Synod of the Northeast by sending the recommended amount to the treasurer of PW of the Hudson River.

**Article IX- Gatherings**

PW of IPC meet regularly in person and/or virtually for fellowship, inspiration, information, advocacy, ad to conduct business. Leaders are elected and may be installed in the context of one of these gatherings.

**Article X- Amendments**

These bylaws may be amended at any annual gathering by a two-thirds vote of those present and voting, provided notice of the proposed amendments have 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. These bylaws may be suspended by a two-thirds vote of those present and voting, provided notice of such suspension has been submitted in writing to the members thirty (30) days prior to the gathering at which it will be voted on.

**Article XI- Parliamentary Authority**

The rules contained in *Robert’s Rules of Order (Newly Revised)* govern Presbyterian Women in the PC (USA) in all cases to which they are applicable and to which they are not inconsistent with the bylaws of the *Constitution of the Presbyterian Church (USA).*