

**WESTMINSTER PRESBYTERIAN WOMEN
BYLAWS**

**ARTICLE I
NAME**

The name of this organization is WESTMINSTER PRESBYTERIAN WOMEN (WPW).

**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 (U.S.A.) and witnesses to the promise of God's Kingdom.

**ARTICLE III
MEMBERSHIP**

Membership is open to anyone who chooses to participate in, or to support WPW in any way.

**ARTICLE IV
RELATIONSHIPS**

WPW maintains connectional relationships with Westminster Presbyterian Church (WPC) and works to contribute and participate in the total program of WPC. WPW is intentionally connectional with PW at all church governing levels, Presbytery of the Miami Valley, Synod of the Covenant, and Presbyterian Women Churchwide (PCUSA).

**ARTICLE V
COORDINATING TEAM (Composition, Duties)**

Section 1. The Leaders form a Coordinating Team (C.T.) to conduct the business of WPW.

Section 2. Elected Leaders of WPW are:

Moderator, Vice Moderator, (or Co-Moderators if agreed by the office holders and a vote of the membership), Secretary, Treasurer, Assistant Treasurer (when needed), Coordinator of Global Mission, Coordinator for Local Mission, Coordinator of Justice and Peace, Coordinator of Studies/Spiritual Development, Coordinator of Publicity, and the members of the Search Committee.

Section 3. Non-elected Leaders of WPW on the Coordinating Team are:

Circle/Group Leaders, Historian (appointed by the Moderator), Representatives to related groups, Ministry Leaders, and Project Leaders.

Section 4. Duties of members of the C.T. are to:

- a. Meet regularly as decided by each currently active C.T.
- b. Have voice and vote in C.T. meetings. (Elected and non-elected Leaders as named by office (or their representatives) in these bylaws have both voice and vote in C.T. meetings. Other members of WPW are welcome to attend C.T. meetings and to speak.
- c. Responsibly provide structure and administration of the organization, including goal setting, promoting community within WPW membership, evaluation, and fund raising.
- d. Meet responsibilities of leaders outlined in the bylaws, and to perform duties as outlined in current job descriptions.
- e. Keep records of her office and pass all material to her successor at the appropriate time.
- f. Discover and utilize gifts of members.
- g. Maintain relationships with ecumenical groups (such as Church Women United), networks, and ministries concerning peace, social justice, and human needs.

Section 5. Responsibilities of Leaders

- a. The Moderator presides at all meetings of the C.T., of the Executive Committee, and Gatherings of WPW. She appoints committees as needed and is a member on all committees except the Search Committee. She is the direct link between WPW and PW in the Presbytery of the Miami Valley.
- b. The Vice-Moderator assists the Moderator as requested and presides in her absence. She is Chairperson of the Membership Committee whom she appoints and supervises. She is responsible for annual yearbooks.
- c. The Secretary keeps an accurate record of all meetings of the C.T., the Executive Committee, and general membership meetings (*i.e.*, Gatherings where official business is presented), and carries on the correspondence of the organization.
- d. The Treasurer receives and disburses all funds according to the approved budget, and makes regular reports to the C.T. and the general membership. She chairs the Finance Committee.
- e. The Assistant Treasurer assists the Treasurer as agreed, and makes reports in the Treasurer's absence.
- f. The Coordinator for Global Mission interprets all aspects of the Presbyterian Church (U.S.A.) to the C.T. and the membership.
- g. The Coordinator for Local Missions remains alert to issues to be brought to the attention of the C.T. and the membership for consideration and possible action.
- h. The Coordinator for Justice and Peace educates and raises awareness of issues with special emphasis on how they impact women and children.
- i. The Coordinator for Studies/Spiritual Development informs the C.T. and the organization of the various opportunities for study and the resources available.
- j. The Coordinator for Publicity communicates pertinent information to the membership.
- k. The Coordinator of the Search Committee administers the work of the Search Committee and presents the slate of nominees.
- l. The Historian maintains and preserves historical records of WPW, including human interest information, activities, and mission-related work. Pictures are valued.
- m. Ministry and Project Leaders fulfill responsibilities as agreed with the Moderator and/or the C.T.

ARTICLE VI
EXECUTIVE COMMITTEE

The Executive Committee of the C.T. is composed of the Moderator, Vice-Moderator, Immediate Past Moderator, Secretary, Treasurer, Assistant Treasurer, Coordinator of Global Mission, Coordinator of Local Mission, Coordinator of Studies/Spiritual Development, and Coordinator of the Search Committee. They function as the program planning committee for gatherings and continue business as needed between meetings of the C.T.

ARTICLE VII
GATHERINGS

WPW gathers for fellowship, inspiration, advocacy, Christian education, information sharing, and to conduct business.

ARTICLE VIII
SEARCH COMMITTEE

Section 1. The Search Committee consists of a coordinator and three members, two to be elected each year to serve for a term of two years.

Section 2. The Search Committee presents the slate of Nominees to the C.T. no later than the C.T. meeting before the Spring Gathering. Nominations may be made from the floor with the consent of the nominee. Elected and appointed Leaders shall be members of Westminster Presbyterian Church.

ARTICLE IX
ELECTION, TERM OF OFFICE, VACANCIES

Section 1. The election and installation of Leaders will be held at the Spring Gathering. Terms will begin at the planning meeting for the program year following election.

Section 2. The Moderator, Vice-Moderator, and Immediate Past Moderator will each serve a term of one year. All other elected leaders serve a term of two years in the same office, with the privilege of re-election for another term. A rotation system will be established so that approximately one half of the elected Leaders will be elected each year.

Section 3. Vacancies occurring during a term of office will be filled by the Moderator upon the recommendation of the Search Committee and approval of the C.T.

ARTICLE X
FINANCES

Section 1. The Treasurer is the Chairperson of the Finance Committee, composed of the Moderator; Vice Moderator; Coordinators for Global Mission, Local Mission, and Studies/Spiritual Development; and the Assistant Treasurer.

Section 2. The annual budget is to be prepared in October by the Finance Committee, submitted for adoption to the C.T. in November and presented to the membership for their information at the next regular Gathering. The budget shall include the accepted apportionment to PW Churchwide, PW in the Synod, and PW in the Presbytery of the Miami Valley, and approved local and global projects. The budget shall be met by pledges, dedicated giving, and such other means as meet the approval of the C.T. Congregation-wide fundraising activities will be submitted to Session for approval.

ARTICLE XI
CIRCLES AND GROUPS

Section 1. Circles are small groups that gather regularly to provide an inclusive, caring community of women. Each Circle shall consider itself an integral part of WPW and will be encouraged to use Presbyterian Women resources to strengthen this connection. Meetings are open to visitors, and guests are regularly invited to participate in Circle meetings and activities.

Section 2. Each Circle/Group chooses its Leader, as well as other officers as necessary. The Leader will preside at the Circle meetings and have general supervision over its work.

Section 3. Each Circle meets monthly during the program year or as members agree.

Section 4. Each Circle Leader, or her representative, attends all C.T. meetings as a voting member. She will share Circle activities with the C.T. and transmit information from the C.T. to Circle members.

Section 5. The Executive Committee is responsible for forming groups for the purpose of study and/or involvement action. These may be of indeterminate duration and shall be open to all members of the organization. As in the case of the circles, the new group will select its Leader, who in turn will choose other officers as deemed necessary. The Leader is responsible for keeping the C.T. informed of the progress of the group.

ARTICLE XII
QUORUM AND AMENDMENTS

Section 1. A quorum of three (3) of the Executive Committee will be considered sufficient to make time-sensitive actions, though additional votes are desirable.

Section 2. A quorum of seven (7) of the C.T. will be considered sufficient to make decisions for the business of the WPW.

Section 3. These bylaws may be amended or suspended at any regular or called Gathering by a 2/3 vote of those present and voting, provided notice of the proposed amendment has been submitted in writing to the C.T. or read to the organization at a previous Gathering.

ARTICLE XIII PARLIAMENTARY AUTHORITY

"Robert's Rules of Order", current edition, will govern WPW in all cases to which they are applicable and to which they are not inconsistent with these Bylaws. Consensus decision-making is encouraged.

Adopted May 30, 2020