

BYLAWS

PRESBYTERIAN WOMEN In Montgomery Presbyterian Church, U.S.A.

ARTICLE I.

Name

The name of this organization shall be Presbyterian Women in Montgomery 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
- to build an inclusive, caring community of women that strengthens the Presbyterian Church, U.S.A. and witness to the promise of God's kingdom.

ARTICLE III.

Membership

Members of Presbyterian Women in Montgomery Presbyterian shall be all women within the congregation who choose to participate in, or be supportive of Presbyterian Women in the Montgomery Presbyterian Church in any way.

- Active Member - any Presbyterian woman who is active within a Circle
- Silent Angel - any woman in the congregation who wishes to support the activities of the Presbyterian Women, but does not belong to a Circle.
- Congregational Member - any woman who is a member of the congregation of Montgomery Presbyterian Church.

ARTICLE IV.

Coordinating Team, Elections, Installation and Terms of Office

- Section 1. The leaders shall form a Coordinating Team for conducting the business of Presbyterian women in Montgomery Presbyterian Church.
- Section 2. The Search Committee shall present names of women to be elected to the Coordinating Team of the members of Presbyterian Women in the congregation.

Ordinarily elected leaders of the Presbyterian Women in Montgomery Presbyterian Church will be members of the Presbyterian Church, U.S.A.

- Moderator
- Vice Moderator/Historian
- Treasurer
- Secretary
- Members at Large: Mission Opportunities

Section 3. Election - The Search Committee shall present a new Coordination Team slate for election by mid October. On the last Sunday of October, a gathering of the Presbyterian Women shall be called for the purpose of electing a new Coordinating Team.

Section 4. Installation - An Installation Service for the new Coordinating Team shall be held during a January or February worship service.

Section 5. The term of office for all leaders shall be one year with the privilege of re-election to consecutive terms.

Section 6. The leaders of Presbyterian women in Montgomery Presbyterian Church shall be: Moderator, Vice Moderator/Historian, Treasurer, Secretary and Member at Large for Mission Opportunity.

One representative from each Circle shall serve as a member of the Coordinating Team.

A female member of the Session shall serve as Session Representative for the Presbyterian Women.

Additional leaders may be Members at Large with specific duties to carry out work of the Presbyterian Women as needed.

ARTICLE V. Duties of Leaders

Section 1. Moderator

Purpose:

The primary responsibility of the Moderator is to share in supervising the planning and coordination of the total program of Presbyterian Women in Montgomery Presbyterian Church.

Accountability:

Shall report to the Coordinating Team and the the Session of Montgomery Presbyterian Church.

Responsibilities:

- Shall preside at meetings of the Coordinating Team
- Shall be responsible for agenda preparation for slated meetings of the Coordinating Team
- Shall receive communication on behalf of Presbyterian Women
- Shall ensure the presentation of an annual report to the Presbytery
- Shall report to the session as needed
- Shall keep the Enabler of the Presbytery informed
- Shall serve ex-officio on all committees except the Search Committee.
- Shall assist with the transition to her successor
- Shall appoint a person to fill any expired terms of office with approval of the Coordinating Team
- Shall serve on a Ministry Group.

Section 2. Vice Moderator/Historian

Purpose: The primary responsibilities of this office are to assist the Moderator as needed, serve in her absence and prepare to become Moderator and to maintain historical records of the Presbyterian Women at Montgomery

Accountability:

- Shall commit to serving a two (2)- year term, serving first as Moderator-elect, then the second year as Moderator
- Shall report to the Moderator, Coordinating Team and the the Session when necessary.

Responsibilities:

- Shall be familiar with responsibilities of the Moderator and serve in her absence
- Shall serve as Chairwoman of the By-Laws and Standing Rules Committee
- Shall attend all coordinating Team meetings
- Shall assist the Moderator when needed
- Shall complete the Moderator's Term of office should it be vacated between elections
- Shall serve on a Ministry Group.
- Shall coordinate the preparation of fact brochures, programs and pictures of Presbyterian Women at Montgomery Presbyterian Church
- Shall receive and forward correspondence to the appropriate denominational Historical foundation of the Presbyterian Church, U.S.A.

Section 3. Secretary

Purpose: The primary responsibilities of this office are to keep accurate records of the Coordinating Team of the Presbyterian Women at Montgomery Presbyterian Church.

Accountability:

Shall report to the Moderator and the Coordinating Team.

Responsibilities:

Shall keep and preserve minutes of all meetings and gatherings

Shall assist with correspondence

Shall coordinate the preparation of a Directory

Shall maintain ongoing records of Presbyterian Women at
Montgomery Presbyterian Church

Shall keep records of Honorary Life Memberships awarded

Shall compile a list of women who died during the current year.

Shall serve on a Ministry Group

Section 4: Treasurer:

Purpose: To receive and disburse the funds of the Presbyterian Women at
Montgomery Presbyterian Church.

Accountability:

Shall report to the Coordinating Team and to Presbyterian Women
in the congregation

Responsibilities:

Shall receive and disburse Presbyterian Women funds as directed

Shall receive from Presbyterian Women in the congregation monies
for all Celebration Giving and forward to the Presbytery
treasurer, except the amount designated for the operating
expenses for Presbyterian Women in the Presbytery and

Synod

Shall keep accurate financial records, receipts, and disbursements
of all Presbyterian Women funds

Shall submit regular reports, preferably in writing, to the
Coordinating Team

Shall submit a written annual report to the Presbyterian Women at
Montgomery Presbyterian Church and to the Presbytery

Shall submit financial records for audit as needed

Shall serve on a Ministry Group

Section 5. Member at Large: Mission Opportunities

Purpose: The primary responsibility of this position is to coordinate activities of
Presbyterian women with the Mission Outreach Ministry Group.

Accountability:

Shall report to the Coordinating Team

Responsibilities:

Shall serve as on Mission Outreach Ministry Group

Shall coordinate mission projects of Presbyterian Women at
Montgomery Presbyterian Church.

ARTICLE VI.
Duties of the Coordinating Team

The Coordinating Team:

- Shall identify issues of concern to Presbyterian Women
- Shall conduct regular Coordinating Team meetings and plan annual gatherings for all Presbyterian women
- Shall provide program support and resources, through Enablers and related staff, to Presbyterian Women in the congregation
- Shall provide for representatives to serve on Presbytery Council and on Presbytery or ecumenical committees and projects, as appropriate
- Shall have a quorum of one fourth of the officers and members-at-large present to vote at Coordinating Team meetings.

ARTICLE VII.
Search Committee

The Search Committee shall consist of at least three women, one of whom shall be the Leadership Development Member at Large who will serve as Chairperson of the Committee. They shall be called by the Chair of the Search Committee to recommend persons to be called to leadership positions and to present them for election.

Responsibilities:

- Shall receive from Circles, the names of women they would recommend as leaders
- Shall receive information from each woman being considered
- Shall recommend persons to be called to a particular service, including Moderator, Vice Moderator/Historian, Secretary, Treasurer, and Members at Large.
- Shall communicate (in writing) the names of nominees before the gathering at which they will be elected and allow nominations from the floor.

ARTICLE VIII.
Finances

The program of Presbyterian Women in Montgomery Presbyterian Church shall be financed through the pledges of Presbyterian women in the congregation. The Treasurer of Presbyterian Women shall send the recommended amount annually to the Treasurer of Presbyterian Women in the Presbytery.

An annual budget shall be developed and adopted by the Coordinating Team at their initial meeting of the year.

ARTICLE IX.
Gatherings

The Presbyterian Women in Montgomery Presbyterian Church shall meet at least annually and more often, if appropriate. The gatherings shall be open to all women members of Montgomery Presbyterian Church.

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 Presbyterian women in the congregation at least thirty (30) days prior to the gathering. These Bylaws may also be amended by a three-fourths vote without prior notice. These Bylaws may be amended by a majority vote of Circle members after one month's distribution.

These Bylaws may be suspended by a two-third 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.

ARTICLE XI.
Parliamentary Authority

Roberts' Rules of Order, Newly Revised shall govern Presbyterian Women in all cases to which they are applicable and consistent with these Bylaws and the Constitution of the Presbyterian Church, U.S.A.