

**BY-LAWS OF PRESBYTERIAN WOMEN
IN THE NATIONAL CAPITAL PRESBYTERY**

Officially Adopted: April 11, 1992

Amended: April 19, 2008; April 20, 2013; April 26, 2014

Last Amended: April 23, 2016

ARTICLE I-Name

The name of this organization shall be Presbyterian Women in the National Capital Presbytery (PW/NCP).

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

- Section 1 Members of PW/NCP shall include all women within National Capital Presbytery who choose to participate in or support Presbyterian Women (PW) in any way.
- Section 2 PW/NCP shall be divided into PW Clusters.
- Section 3 PW/NCP shall be an organization of the National Capital Presbytery (NCP), and its partner in ministry, reporting annually to the Presbytery.
- Section 4 PW/NCP shall be a member of the churchwide organization of Presbyterian Women in the Presbyterian Church (U.S.A.).
- Section 5 PW/NCP shall be a part of the Synod of The Mid-Atlantic, with such privileges and responsibilities as may be determined by that body.

ARTICLE IV -Coordinating Team, Election and Terms of Office

- Section 1 The leaders of PW/NCP shall form a Coordinating Team (CT) for conducting the business of PW in the Presbytery. The members of the CT shall be:

Moderator or Co-Moderator
Vice-Moderator(s)
Moderator(s)-elect
Secretary
Secretary for Publicity
Treasurer
Assistant Treasurer
Communications Coordinator
Spiritual Nurture Communicator
Mission Coordinator
Historian
Issues Communicator
Resources Coordinator
PW Cluster Leader Coordinator
PW Cluster Leaders
Immediate Past Moderator(s)

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Moderator - Search Committee

Racial/Ethnic Communicator

Additional women may be appointed as Members-at-large with specific responsibilities to carry out the work of PW/ NCP as needed.

Positions may be filled by co-leaders when appropriate and feasible.

- Section 2 At the Annual meeting the Search Committee shall present the name of a nominee for each position to be filled on the CT. Nominations may be made from the floor, provided the consent of the nominee has been obtained. Elected leaders of PW/ NCP shall be members of the PC (U.S.A.) and NCP, and the Moderator(s), Moderator(s)-elect, and Vice Moderator(s) must be a Ruling or Teaching Elder.
- Section 3 All members of the CT shall be elected at the Annual meeting. Election shall be by ballot except where there is only one (1) candidate for an office; then the election shall be by voice vote.
- Section 4 The term for all members of the CT, except Moderator(s)-elect, shall be two (2) years. The term of the Moderator(s)-elect shall be one (1) year. A leader may be re-elected to the same office, or may be elected to another office. No woman shall hold more than one (1) office in PW/NCP simultaneously, except as a member of the Search Committee, or on a temporary basis to fill a vacancy until the next annual meeting.
- Section 5 The following leaders shall be elected in odd years: Moderator(s), Treasurer, Secretary, Issues Communicator, Resource Coordinator, and Secretary for Publicity. The following leaders shall be elected in even years: Vice-Moderator(s), Assistant Treasurer, Historian, Moderator of the Search Committee, Mission Coordinator, Spiritual Nurture Communicator and Communications Coordinator. The Moderator(s)-elect shall be elected at the beginning of the last year of the term of the current Moderator(s). One-half of the PW Cluster Leaders may be elected each year.
- Section 6 If an elected position of the CT becomes vacant during the year, or if there is no nominee at the Annual Meeting, the CT may elect someone to fill the position until the next following annual meeting. Any leader elected at a CT meeting shall begin to serve immediately.
- Section 7 The newly-elected leaders shall be installed at the Annual meeting and their term of office shall begin at the close of the meeting. The retiring leaders shall provide orientation to their successors and turn over all books and papers pertaining to their respective office at a joint meeting of new and retiring CT members.

ARTICLE V-Duties of Leaders

- Section 1 Members of the CT/NCP are the links between PW in the Congregations (PW/C), PW in the Synod (PW/S), and PW in the Presbyterian Church (U.S.A.). *Inc.* The CT shall forward to the PW/Cs all pertinent information received by them. Members shall attend all meetings of the CT and shall be prepared to submit to the CT a brief report on the status of the work within their area, together with any recommendations for future actions. A written report of the year's activities should be submitted to the PW/NCP Moderator(s) by February 1.
- Section 2 The Moderator(s), or the Vice-Moderator(s) if necessary, shall preside at all meetings of the CT where business is conducted. She shall appoint members to all committees (except the Search Committee), with approval by the CT. The Moderator(s) shall be the key person to receive communications on behalf of PW. The Moderator(s) shall be the representative to the CT of PW in the Synod (PW/S) and be a voting representative at Church wide Gatherings. The Moderator(s) shall be authorized to sign on all bank accounts and instruments.

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- Section 3 The Moderator(s)-elect shall attend all PW/NCP or PW/S meetings and events with the Moderator(s). She shall serve a term of one year, with vote. If the office of Moderator(s) becomes vacant during that year, the Moderator(s)-elect shall fill the vacancy and be installed at the Annual meeting as Moderator(s) to serve a two-year term.
- Section 4 The Vice-Moderator(s) shall preside in the absence of the Moderator(s) or at her request. The Vice-Moderator(s) shall chair the Program Committee, shall chair the By-laws Committee, and shall assist the Moderator(s) as requested.
- Section 5 The Secretary shall maintain and preserve working records of PW/NCP and carry on correspondence as requested by the Moderator(s). She shall be responsible for the compilation and publication of the PW/NCP annual Directory and serve as record-keeper for the By-laws Committee.
- Section 6 The Treasurer shall ensure that all monies from the PW/Cs are disbursed to the PW/s, PW Churchwide, or as authorized by the CT. She shall serve as chair of the Finance Committee. At the Annual meeting, she shall provide copies of an audited, written financial report and present a proposed budget for the coming fiscal year.
- The Treasurer shall be a signatory on all bank accounts and instruments and shall receive the bank statements of accounts.
- Section 7 The Assistant Treasurer shall assist the Treasurer at all gatherings by receiving checks or cash from attendees and depositing the funds. She will be responsible for making the appropriate payments to any speaker or presenter and to the host church, and shall otherwise assist the Treasurer as needed. In the absence of the Treasurer, the Assistant Treasurer will assume the duties of the Treasurer for such time as necessary.
- The Assistant Treasurer shall be a signatory on all bank accounts and instruments, and in the absence of a duly-elected Treasurer, shall receive the bank statements of accounts.
- Section 8 The Historian shall maintain and preserve historical records of PW/NCP. These shall be made available at Annual meetings. She shall provide resources for Historians in PW/Cs and encourage them to submit annual historical reports. The Historian may form a team to review and archive such records.
- Section 9 The Moderator of the Search Committee shall lead the Search Committee and present for election the names of women called to leadership positions in PW/NCP.
- Section 10 The PW Cluster Leader Coordinator shall provide program support to the PW Cluster Leaders and shall be a direct link between PW Cluster Leaders, PW/S, and PW Churchwide.
- Section 11 The PW Cluster Leader shall provide program support to PW in the Congregations assigned to her and shall be the direct link between PW/Cs and the CT of PW/NCP.
- Section 12 The Spiritual Nurture Communicator shall provide spiritual inspiration for the CT meetings and the seasonal gatherings. She may make available spiritual resources, and provide such material to the PW Cluster Leaders.
- Section 13 The Mission Coordinator shall provide information about National and International Mission opportunities and updates at the CT meetings and seasonal gatherings. She will encourage and support participation in the various PW offerings/mission projects, and provide such material for the PW Cluster Leaders.
- Section 14 The Issues Communicator shall provide information about social, economic and political concerns supported by the General Assembly of the PC(USA). She will promote awareness of societal problems, and provide materials to the PW Cluster Leaders.

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- Section 15 The Resource Coordinator shall provide PW literature and other print materials at seasonal gatherings. She will be available as a contact for PW resources for the PW Cluster Leaders.
- Section 16 The Secretary for Publicity will assist the Moderator(s), Communications Coordinator, and other leaders as needed in preparing and circulating information about PW at every level, and preparing bulletins for PW events.
- Section 17 The Communications Coordinator shall maintain and update the PW/NCP website. She shall ensure that fees for website domain are submitted in a timely manner. She shall assist the Moderator(s) and other leaders in providing information to PW/Cs by appropriate types of communication mode that may be available, including, but not limited to, an online publication
- Section 18 Immediate Past Moderator(s) are encouraged to participate in the CT during the succeeding moderatorial term. She would serve with voice but without vote.
- Section 19 Members-at-large with specific responsibilities shall be elected or appointed to help conduct the work of PW/NCP
- Section 20 Member(s)-at-large representing racial ethnic women in the Presbytery shall bring their concerns to the CT and encourage participation in PW.

ARTICLE VI-Coordinating Team Duties

- Section 1 The CT shall: plan for regular gatherings, cluster meetings, and special gatherings of PW/NCP; identify issues of concern to PW; provide support and resources, through PW Cluster Leaders and other members of the CT, to PW/Cs; and provide for representative(s) to serve on ecumenical committees and projects, as appropriate; and provide appropriate communications to PW/Cs.
- The CT may also undertake mission initiatives at the PW-NCP level, or in partnership with or in support of individual PW/Cs, or groups thereof, or other projects supporting the PW purpose. In considering such work, the CT may consider and utilize mechanisms for funding each such project by other than the per capita fee, including seeking grants from PW/S or PW/Churchwide. To the extent possible, funding for such initiatives or projects shall be included in the budget to be approved at the Annual Meeting, and information on the use of such monies shall be included in the Treasurer's report.
- Section 2 The Moderator(s) shall call such meetings of the CT as deemed advisable, provided a minimum of three (3) CT meetings are held each year.
- Section 3 The Moderator(s) and eight (8) other CT members shall constitute a facilitating committee empowered to transact business in the interval between meetings of the CT and submit to the CT a report of any business transacted at the meeting.
- Section 4 Ten (10) members, providing the Moderator(s) or the Vice-Moderator(s) is present, shall constitute a quorum of the CT at a regular/called meeting.

ARTICLE VII-Committees

- Section 1 The standing committees shall be the Search Committee, the By-laws Committee, the Program Committee, the Finance Committee, the Audit Committee, and any other committees the CT deems necessary. Members of all committees, except the Search Committee, shall be appointed by the Moderator(s).
- Section 2 The Search Committee shall consist of six (6) elected members, one of whom shall serve as Moderator(s) of the committee and be a member of the CT. The other five (5) members may be elected from the CT or the general membership of PW/ NCP. The responsibility of the Search Committee is to recommend women for leadership positions and to present them for

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election at the Annual meeting of PW/ NCP.

- Section 3 The By-laws Committee shall consist of at least three (3) members of the CT appointed by the Moderator with each member serving a two (2) year term. Two of the members shall be the Vice-Moderator(s), who shall serve as Chair; and the Secretary, who shall be the record-keeper.
- This Committee shall review the Standing Rules each year; and by-laws as needed, or at least every three (3) years, recommending any changes to the CT. The changes, approved by the CT, shall then be presented to PW/NCP at the next Annual meeting. Upon approval, the by-laws should be published in the PW/NCP website.
- Section 4 The Program Committee shall consist of five (5) members, with the Vice- Moderator(s) as chair. At least three (3) members of the committee shall be members of the CT. The Program Committee shall be responsible for planning the Annual meeting and other PW/ NCP seasonal gatherings.
- Section 5 The Finance Committee shall consist of at least five (5) members: the Treasurer or the Assistant Treasurer, the Moderator(s), two (2) PW Cluster Leaders, and one (1) other CT member. The committee shall prepare the PW/ NCP budget for the year, submit it to the CT for approval, and then to the PW/ NCP at the Annual meeting for final adoption. The fiscal year shall be from January 1 to December 31.
- Section 6 The Audit Committee shall consist of at least three (3) persons to be appointed by the PW/ NCP Moderator(s) yearly. The Audit Committee shall audit the books each year prior to the Annual meeting and/or upon change of Treasurer.
- Section 7 The Chairs of the Standing Committees shall call meetings of their committees whenever needed to accomplish their responsibilities.

ARTICLE VIII- *Finances*

PW/NCP shall be financed by a per capita fee from the PW/Cs to the PW/NCP. This fee shall be stated in the Standing Rules, and revised as necessary.

Each check shall be prepared and signed by either the Treasurer or Assistant Treasurer; the Moderator or Co-Moderator may sign checks in the absence of both.

Instruments of deposit shall be held in the name of Presbyterian Women/National Capital Presbytery.

The signatory on the Certificate of Deposit and other financial instruments must be at least one of those authorized to sign checks.

ARTICLE IX-*Gatherings*

- Section 1 The Annual meeting of PW/ NCP shall be in the spring at a time decided by the CT. The meeting shall include worship, the Moderator(s)'s report, the election and installation of leaders, approval of the budget, and other necessary business. The Annual meeting shall be open to all women. All members of PW attending shall be entitled to vote.
- Section 2 The quorum for a Business Meeting of PW/NCP shall be at least one-third of churches who have participated either by giving to PW-supported projects or by sending at least one representative to a PW/NCP Gathering in the past calendar year.
- Section 3 The CT shall provide for a leadership training event annually, and may call such other gatherings and meetings of PW/ NCP as deemed necessary (such as retreats and workshops.).
- Section 4 Gatherings of PW/ NCP shall be held each year in support of the PW Purpose.

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ARTICLE X-Parliamentary Authority

Consensus shall govern PW in conducting meetings and other business. Robert's Rules of Order, Newly Revised, shall govern PW when consensus cannot be achieved, to the extent they are applicable and to which they are not inconsistent with these by-laws and the Constitution of the PC (U.S.A.). A Parliamentarian may be appointed by the Moderator(s) for each Annual meeting.

ARTICLE XI-Amendments

- Section 1 These by-laws may be amended at any Annual meeting of PW/NCP by a two- thirds vote of those members of PW present and voting, provided notice of the proposed amendments has been submitted, in writing, to PW/Cs at least thirty (30) days prior to the Gathering.
- Section 2 These by-laws may also be amended at any Annual meeting of PW/NCP by a three-fourths vote of those members of PW present and voting without prior notice.
- Section 3 These by-laws may be suspended at any Annual meeting of PW/NCP by a two- thirds vote of those members of PW present and voting provided notice of such suspension has been submitted in writing to the members thirty (30) days prior to the Gathering.

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STANDING RULES OF PRESBYTERIAN WOMEN NATIONAL CAPITAL
PRESBYTERY

Officially Adopted April 11, 1992, April 26, 2013

Last Amended April 23, 2016

1. All petitions and resolutions to be presented at the annual meeting of Presbyterian Women in the Presbytery of National Capital (PW/NCP) for action must first be presented to the Coordinating Team (CT). Action of the CT will be read when the petition or resolution is presented at the Annual meeting.
2. The annual budget shall include funds to pay the expenses of the Moderator(s) and Moderator(s)-Elect, Vice-Moderator(s), and official delegates to conferences; scholarships may be given to CT members as funds are available.
3. The Search Committee is directed to seek as potential leaders those who can attend Synod and Churchwide Gatherings and Conferences. The importance of this aspect of their duties should be communicated to each nominee.
4. PW/NCP will contribute annually to the Presbyterian Historical Association.
5. The recipient of the offering at all meetings/gatherings shall be determined by the CT.
6. An Honorary Life Membership or Recognition gift shall be presented to the Moderator(s) upon expiration of her term of office.
7. PW/NCP may provide subscriptions to *HORIZONS* and other publications for CT members. PW/NCP is encouraged to provide the *Mission Yearbook for Prayer and Study* and *Circle of Prayer* to the Mission Communicator annually.
8. As far as possible, all clusters of PW/NCP shall be represented on the CT and standing committees..
9. The Moderator(s), Search Committee, and Cluster Leaders shall recommend women to serve on committees of the Presbytery, except with regard to the Presbytery nominating committee.
10. The Secretary shall provide a copy of the By-Laws and Standing Rules to each new member of the CT, with the sections pertaining to the duties of the new member highlighted so that she can be acquainted with them.
11. Travel allowance for CT members shall follow IRS guidelines. Carpooling is expected. Requests for reimbursement shall be on the prescribed voucher and submitted to the treasurer.
12. The per capita fee to be paid by PW/Cs to finance PW/NCP is \$3.00 per active member.
13. Search Committee shall recommend a woman to serve on the nominating committee of Presbytery for a term of three years.