

Bylaws

Presbyterian Women in the Presbytery of Arkansas

ARTICLE I – NAME

The name of this organization shall be Presbyterian Women in the Presbytery of Arkansas. The following acronyms shall be used throughout this document:

PW – Presbyterian Women
PWP – Presbyterian Women in the Presbytery
PCT – Presbytery Coordinating Team

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

Members of Presbyterian Women in the Presbytery of Arkansas shall be all women within the Presbytery who choose to participate in or be supportive of PWP in any way.

ARTICLE IV – COORDINATING TEAM ELECTION AND TERMS FOR LEADERS

Section 1. The election and installation of leaders shall be at the business meeting of Presbyterian Women in the Presbytery held in conjunction with the annual Gathering. All members of Presbyterian Women attending the annual Gathering shall be entitled to vote.

The leaders shall form a Coordinating Team for conducting the business of Presbyterian Women in the Presbytery which shall meet a minimum of two times per year.

Section 2. The Search Committee shall present names of women to be elected to the PCT to the members of Presbyterian Women in the Presbytery at the annual Gathering of PWP. Elected members of PWP shall be members of the Presbyterian Church (U.S.A.)

Section 3. The leaders of PW in the Presbytery shall be: Moderator, Vice-Moderator, Secretary, Treasurer, Historian, Moderator of the Search Committee, Mission Coordinator, Cluster Leaders, and Members-at-Large as the Coordinating Team sees the need.

Section 4. Leaders shall be elected in alternating years for terms of two years. The Treasurer, although elected at the annual Gathering, will assume office on January 1 of the following year. In the event a leader is unable to complete her term of office, the Search Committee shall appoint a person to fulfill the unexpired term.

ARTICLE V – DUTIES OF LEADERS

Section 1. The Moderator shall preside at all meetings of the Coordinating Team and at all Gatherings of PWP where business is conducted. She shall receive communications on behalf of Presbyterian Women. She shall be responsible for submitting information to the Presbytery of Arkansas newsletter and the Synod of the Sun newsletter. She shall be the Presbytery PW representative to the Synod Coordinating Team. The Moderator shall be a voting representative to the Churchwide Business Meeting held at the Churchwide Gathering and shall submit nominees for additional voting representatives to be approved at the Business Meeting held in conjunction with the annual PWP Gathering.

Section 2. The Vice-Moderator shall be of assistance to the Moderator at all meetings of the Coordinating Team and at all Gatherings of PWP where business is conducted. Upon request, she shall be the representative to the PW in the Synod Coordinating Team. She shall prepare the packets to be distributed in the clusters.

Section 3. The Secretary shall maintain and preserve working records of Presbyterian Women in the Presbytery Coordinating Team.

Section 4. The Treasurer shall have knowledge and understanding of the receipts and disbursements of the operating funds of PWP. She shall be responsible for preparing the operating budget of PWP and presenting it to the Presbytery's Committee on Administration. She shall receive from Presbyterian Women in the Congregations all Celebration Giving funds and forward these funds to the appropriate processing facility.

Section 5. The Historian shall maintain and preserve historical records of Presbyterian Women in the Presbytery.

Section 6. The Mission Coordinator shall inform the PCT and PW of mission opportunities, missionaries in the field, and coordinate the operations pertaining to sewing for missions.

Section 7. The Moderator of the Search Committee shall administer the work of the Search Committee and present for election the names of women called to leadership positions of Presbyterian Women in the Presbytery.

Section 8. The Cluster Leader shall provide program support to PW in the Congregations assigned to her and shall be the direct link between PWC and the PW Presbytery Coordinating Team.

Section 9. Members-at-Large with specific responsibilities shall be appointed or elected as needed to help conduct the work of PWP.

ARTICLE VI – DUTIES OF THE COORDINATING TEAM

The Coordinating Team shall:

- a. Plan for regular gatherings, cluster meetings, and special interest gatherings of Presbyterian Women in the Presbytery;
- b. Identify issues of concern to Presbyterian Women;
- c. Provide program support and resources through the Cluster Leaders and related staff to Presbyterian Women in the Congregation; and

- d. Provide for representatives to serve on Presbytery or ecumenical committees and projects, as appropriate.

ARTICLE VII – SEARCH COMMITTEE

The Search Committee shall consist of at least three women, one of whom shall be the Moderator of the Committee. They shall be elected at the annual Gathering of PWP. The term of office shall be two years. The Moderator of the Search Committee shall be a member of the Coordinating Team. The responsibility of the Search Committee is to recommend persons to be called to leadership positions and to present them for election at the business meeting of PWP held in conjunction with the annual Gathering.

ARTICLE VIII – FINANCES

The program of Presbyterian Women in the Presbytery shall be financed from funds received from the budget of the Presbytery of Arkansas.

ARTICLE IX – GATHERINGS

Presbyterian Women in the Presbytery shall meet at least annually and more often if appropriate. Those Gatherings shall be open to all women.

ARTICLE X – AMENDMENTS

The Bylaws may be amended by a majority vote of members of Presbyterian Women present at any annual Gathering of PW in the Presbytery of Arkansas. Amendments to the Manual of Operation may be made by the Coordinating Team and communicated to PWP at any annual Gathering.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order (Newly Revised) govern PW in the Presbyterian Church (U.S.A.) in all cases to which they are applicable and to which they are not inconsistent with the Bylaws and the Constitution of the Presbyterian Church (U.S.A)