

BY-LAWS

SOUTHPORT PRESBYTERIAN WOMEN SOUTHPORT, NC

May, 2018

ARTICLE I--NAME

The name of this organization shall be Southport Presbyterian Women in the Southport Presbyterian Church. (SPW)

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

While all women who are members of SPC are considered SPW, any woman who chooses to participate in and be supportive of SPW activities is welcome. We embrace and welcome all women in their faith journey to participate in all the SPW activities and Circle meetings. SPC members may choose to become voting members of SPW by paying annual dues.

The membership shall be divided into Circles to form small groups that gather regularly to provide an inclusive, caring community of women. Time and places of their meetings are to be determined by the members of each Circle.

ARTICLE IV – VOTING

A quorum will consist of two-thirds of the SPW members present and voting at a meeting or gathering. If a meeting or gathering cannot be held, Circle Leaders shall make every effort to contact each member by telephone or email to receive her vote. A majority vote must be obtained to pass any motion or recommendation.

ARTICLE V—PRESBYTERIAN WOMEN BOARD ELECTION AND TERM OF OFFICE

Section 1. The elected officers shall form a PW Board (PWB) for conducting the business of SPW in the Congregation.

Section 2. The elected officers of PWB are: Moderator, Vice-Moderator, Secretary, Historian, Treasurer, Giving/Missions, and Retreats/Outings/Workshops (ROW). In addition, all Circle Leaders are members of the PWB.

Section 3. The term of each office shall be a minimum of one year with consecutive terms as approved by the SPB and voted by the SPW.

ARTICLE VI—DUTIES OF OFFICES

SPW all work together in fellowship and love to complete every task and goal, in bringing God's love to our community. Elected officers of SPW should be members of the PCUSA .

Section 1. The Moderator shall preside at all meetings of the PWB and at all Gatherings of SPW in the Congregation. She shall receive communications on behalf of the organization and shall be the direct link to the Session and the PW in the Presbytery. She shall prepare agendas for meetings of the PWB and send notices of those meetings to all members. She shall encourage and facilitate leadership development for all PWB women. She will be responsible to lead the PWB in planning and developing the activities and goals for the coming year of the SPW (June 1-May 31) at the August PWB meeting. These will be shared with the SPW at the September Circle meetings or a Fall Gathering.

She will prepare a written annual report (January 1-December 31) due to the SPC Session at their approved time and due to the Presbytery by January 31 or a designated time by the PW of the Presbytery.

Section 2. The Vice-Moderator will be prepared to handle all the PW duties of the Moderator in her absence. In addition, she will handle the ordering of all PW materials as needed. She will serve as Chairperson of the PWB Search Committee, consisting of the Chairperson and one representative if possible from each Circle. They shall present names of women to be elected to the new PWB to the April PWB meeting for approval and then to the members of SPW at their April/May Circle meetings for a vote.

Also, she will serve as SPW delegate to the Elder Nominating Committee.

Section 3. The Secretary shall keep the working records of the PWB and preserve minutes of all meetings and Gatherings. She emails a copy of the minutes to each member of the PWB within 2-3 weeks after each meeting. In addition, she handles all correspondence.

Section 4. The Historian shall maintain and preserve the historical records of SPW in the Congregation, including all Gatherings, events, outings, deaths, and other happenings. Members of the PWB will give her pictures and articles to put in our SPW Scrapbook.

Section 5. The Treasurer shall have knowledge and understanding of all procedures regarding the receipts and disbursements of the operating funds of SPW and shall receive and send any funds due the Presbytery or special funding (such as Least Coin, Thank Offering, Life Memberships, etc.). No monies shall be forwarded unless first approved by the PWB. She will email a monthly statement of account to each member of the SPB before the next scheduled meeting. In addition, she will prepare the annual budget (January 1-December 31) that has been approved by the PWB and then present this budget to the SPW at a designated meeting in December/January or at those Circle Meetings the same months if a timely meeting cannot be arranged. The budget will pass with a majority vote.

The Treasurer shall make an annual (January 1-December 31) financial report available to the SPW which shall then be forwarded by letter from the PWB to the Session of SPC at their approved time.

The name of the Moderator will be registered with the bank, so, in the absence of the Treasurer, SPW financial business may continue.

Section 6. The Chairperson(s) of Giving/Missions shall be responsible for all offerings including the Birthday Party, Least Coin, Thank Offering, Memorials, Life Memberships, all Scholarships, and any other offerings for SPW. She will introduce, recommend, and organize mission projects both locally and those globally sponsored by PCUSA/PWUSA.

Section 7. The Chairperson(s) of Retreats/Outings/Workshops (ROW) will plan, organize, and announce all retreats, outings, and workshops for the calendar year with the help of the PWB.

Section 8. The Circle Leaders shall bring their circle's needs, activities, and concerns to the PWB and they shall be the delegates from the PWB to their circle, reporting the activities and finances of the PWB at their respective Circle meetings each month and through emails or phone calls to their members. When a majority vote is required and no meeting or gathering is possible, Circle Leaders shall poll their voting members.

ARTICLE VII—DUTIES OF THE PRESBYTERIAN WOMEN BOARD (PWB)

In addition to the specific officer responsibilities listed in Article V, the PWB shall:

- (a) Conduct an annual review and evaluation based on goals of the year just completed. This report should be presented to the SPW.
- (b) Set goals and objectives of the new program year. These shall be presented at the beginning of each year of the new PWB in September.
- (c) Be responsible for an on-going educational program for women based on the spiritual and fellowship needs and any issues of concern identified for the SPW.
- (d) Provide an opportunity to support the mission of the PCUSA through giving, education, global awareness, and other means.
- (e) Be responsible for authorization and explanation of monies used for PW activities.
- (f) Maintain accountability to, and relationship with, all PW of the Coastal Carolina Presbytery. This includes an annual financial report and shall establish a fiscal year that is consistent with that of SPC, which is the calendar year.
- (g) Appoint any Special Committee to oversee a special need or activity of the SPW. This Committee will be short term and the Chairperson will not hold a PWB position.

- (h) Maintain relationships with PW in the Coastal Carolina Presbytery and facilitate communication of information and resources from/to PW at all levels of the wider church.
- (i) Relate to any other women's groups that may exist in the congregation of SPC.
- (j) Maintain relationships with Church Women United and with other ecumenical groups, community and issue networks, as appropriate.

The installation of the PWB officers will take place during the Birthday Luncheon with recognition being given in a church service that will be scheduled by the Pastor.

ARTICLE VIII—FINANCES

The program of SPW shall be financed by supporting the Presbytery Pledge through our Circles. Each woman shall be encouraged to pledge. These monies shall also support the operating budget of PW in the Presbytery with the PWB Treasurer sending the recommended amount to the Treasurer of PW in the Presbytery.

The SPW may have several money-making projects during the year as well as mission-sponsored events.

ARTICLE IX – GATHERINGS AND MEETINGS

The PWB shall meet on a regular, monthly basis to be determined each year by the new PWB. The PWB will deal with any SPW questions or concerns, to discuss any mission activities being considered, hear updates from Circle Leaders and Committee Chairpersons, organize SPW outings, and any other business of the SPW. The SPW may meet several times during the year for fellowship, inspiration, information, advocacy and to conduct business.

ARTICLE X – BY-LAWS

The By-Laws will be passed and approved with a majority vote. These By-Laws shall be reviewed by Special Committee every two years that is appointed by the PWB and will consist of one representative from each SPW Circle.

ARTICLE XI – AMENDMENTS

Amendments requested to these By-Laws should be channeled through PWB for refinement and then presented to the SPW for a majority vote.

ARTICLE XII—PARLIAMENTARY AUTHORITY

The rules contained in the ROBERTS RULES OF ORDER NEWLY REVISED shall govern PW in the PCUSA in all cases to which they are applicable and to which they are not inconsistent with these by-laws and the Constitution of the PCUSA.

Revised MAY, 2018

Amended February, 2019