

PREBYSTERIAN WOMEN OF NORTHWOOD PREBYSTERIAN CHURCH

BYLAWS AS OF 4/02/2015

Article I – NAME

The name of the women’s organization shall be Presbyterian Women of Northwood Presbyterian Church.

ARTICLE II – RELATIONSHIPS

Presbyterian Women of Northwood Presbyterian Church shall be in relationship with the Presbyterian Women of the Presbytery of Tampa Bay-Synod of South Atlantic, Presbyterian Church (USA).

ARTICLE III – 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 IV – MEMBERSHIP

Section 1 – Members shall be those women who choose to participate in, or be supportive of, Presbyterian Women of Northwood Presbyterian Church in any way.

Section 2 – Women of the community who share in the activities of Presbyterian Women may become members of the local organization and may be elected or appointed to any office except that of Moderator or Vice Moderator.

ARTICLE V – COORDINATING TEAM (COUNCIL) AND TERM OF OFFICE

Section 1 – The Coordinating Team shall consist of:
(The first four are elected)

1. Moderator
2. Vice Moderator
3. Secretary
4. Treasurer
5. Circle Leaders
6. Moderator of Search Committee
7. Members-at-Large and Standing Committee Leaders

Section 2 – The term of office for each Coordinating Team Member shall be for two years.

ARTICLE VI-- DUTIES OF LEADERS

1. Moderator

- a. The Moderator shall preside at all meetings of Presbyterian Women of Northwood Presbyterian Church and direct the work of the Coordinating Team.
- b. The Moderator shall keep in contact with the Pastor of the church so that work planned by the Coordinating Team may be coordinated with the overall plans of the Session for the congregation. In addition, the moderator shall submit an annual report as requested.
- c. The Moderator, or her representative, shall attend meetings, conferences, and training opportunities in order to keep informed and report to her organization all pertinent information.
- d. The Moderator shall appoint committees and committee leaders as needed. She may be an ex-officio member of the circles and of any committee except the nominating committee.

2. Vice Moderator

- a. The Vice Moderator shall perform the duties of the Moderator when necessary and shall work closely with and assist the Moderator as requested.
- b. The Vice Moderator shall act as parliamentarian, or designate a substitute, and shall chair the By-Laws Committee whenever activated, or select a substitute.
- c. The Vice Moderator shall record the current history of the Women of Northwood Presbyterian Church.
- d. The Vice Moderator shall submit the history for each calendar year to the Historian of Presbyterian Women of the Presbytery of Tampa Bay per their directed schedule.

3. Secretary

- a. The Secretary shall record and provide copies of minutes of the Presbyterian Women's Coordinating Team (Council) meetings and of business and general meetings.
- b. The Secretary shall attend to correspondence and publicity as directed by the Moderator.
- c. The Secretary shall inform the Facilitator of Presbyterian Women of the Presbytery of Tampa Bay of officers' names and addresses immediately following an election or of any subsequent changes that may occur.

4. Treasurer

- a. The Treasurer shall work with the Church's staff to assure that all monies designated for Presbyterian Women of Northwood Presbyterian Church are received and properly recorded. She shall approve payment of bills and disbursement of funds as directed by the Coordinating Team.
- b. The Treasurer shall remit apportionment/contingent fees to the Treasurer of Presbyterian Women of the Presbytery of Tampa Bay as directed.
- c. The Treasurer shall present monthly financial reports to the Coordinating Team.

5. Circle Leaders

- a. Circle Leaders shall be active members of the Coordinating Team.
- b. Circle Leaders shall communicate information between the Moderator/ Coordinating Team and their Circle.
- c. Circle Leaders shall encourage all women to participate in the various functions of Presbyterian Women of Northwood.
- d. Circle Leaders shall plan and conduct monthly Circle meetings from September through May.

6. Moderator of Search Committee

- a. The Outgoing Moderator shall chair the Search Committee and seek reliable and qualified candidates for office.
- b. She will, with each candidate's permission, submit names to the Coordinating Team for election the first Tuesday in March or April.
- c. When requested, the Search Committee may suggest individuals for appointment or to fill vacancies in office that occur between elections.

7. Members-at-Large and Standing Committees

- a. Members-at-Large with specific responsibilities, and standing committees, may be appointed as necessary to perform the work of PW in the Congregation.

ARTICLE VII – DUTIES OF THE COORDINATING TEAM

The Coordinating Team shall

1. Conduct an annual review and evaluation based on goals of the year just completed and a review of the Bylaws every 3 years.
2. Set goals and objectives for the new program year.
3. Be responsible for an ongoing educational program for women based on their spiritual needs.
4. Be responsible for the preparation of an annual budget, coordinate fund raising activities as required and authorize expenditures.
5. Relate to any other women's groups that may exist in the congregation and other ecumenical groups and community networks as appropriate.
6. Maintain an ongoing, working relationship with Presbyterian Women in the Presbytery.

ARTICLE VIII – AMENDMENTS

The Bylaws may be amended at any annual gathering by a two-thirds vote of those present and voting, provided notice of the proposed amendment(s) have been submitted, in writing, to the members at least thirty (30) days prior to the gathering at which they will be voted upon. They may also be amended by a three-fourths vote without prior notice.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Roberts' Rules or Order, Newly Revised, shall govern PW in all cases to which they are applicable and with which they are not inconsistent with these Bylaws and the Constitution of the PC(USA).

These Bylaws were approved by the Coordinating Team and duly adopted by the membership on 4/15/15.