

BYLAWS
Presbyterian Women in the Presbytery of Boise
September 5, 2008

ARTICLE I NAME

The name of this organization is Presbyterian Women in the Presbytery of Boise. It is hereinafter referred to as PWP.

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

All women within the presbytery who in anyway choose to participate in or be supportive of PWP may be members.

ARTICLE IV COORDINATING TEAM ELECTION AND TERM OF OFFICE

Section 1. The elected leaders form a coordinating team for conducting the business of PWP.

Section 2. The search committee presents names of women to be elected to the coordinating team to the members of PWP at an annual gathering. Elected leaders of PWP must be members of the Presbyterian Church (U.S.A.).

Section 3. *The term of office for all leaders is three years with the privilege of reelection to a second term.*

Section 4. The leaders of PWP are moderator and vice-moderator (or co-moderators), secretary, historian or secretary/historian, treasurer, leadership development and information team member(s), PWC moderators and vice-moderators or their representative, moderator of the search committee, and racial ethic members-at-large

when appropriate. Additional leaders may be members-at-large with specific responsibilities.

Section 5. A rotation system may be established so that approximately one-third of the leaders will be elected each year.

ARTICLE V DUTIES OF LEADERS

Section 1. The moderator, or one of the co-moderators, presides at all meetings of the coordinating team and at all gatherings of PWP where business is conducted. She is the key person to receive communications on behalf of PWP. She is knowledgeable of the operations of PW as listed in the PW Manual. The moderator, or one of the co-moderators, is the representative to the coordinating team of PW in the Synod. She also represents PW on the Presbytery Coordinating Council and at meetings of the Presbytery of Boise with voice and vote. The moderator, or one of the co-moderators, is a voting representative at Churchwide Gatherings. She may be co-opted on a committee of the Presbytery of Boise. She is also the denominational representative to Church Women United in Southern Idaho or other appropriate ecumenical church bodies.

Section 2. The vice-moderator presides in the absence of the moderator or at her request. If the office of moderator becomes vacant between elections, she completes the term of the moderator. She assists the moderator as requested. If the PWP organization does not include a vice-moderator, one of the co-moderators shall assume the duties of vice-moderator.

Section 3. The secretary maintains, preserves and distributes the working records of PWP.

Section 4. The historian maintains and preserves historical records of PWP.

Section 5. The treasurer has knowledge and understanding of all procedures regarding the receipt and disbursement of the operating funds of PWP. She receives from PW in the Congregations the Celebration Giving pledges and forwards these funds to Presbyterian Women Remittance Processing, except for the amount pledged for the operating expenses of PWP and PW in the Synod. She sends the treasurer of PW in the Synod of the Pacific the amount assigned for the operating budget of PW in the Synod. She carries out all her work according to operational guidelines and policies of PW in the Synod and PW Churchwide and as found in the current PW Manual Guide for PW Treasurers. She provides a written report to the members of PWP coordinating team at their meetings and to members of PWP at fall and Spring Gatherings and other times as appropriate.

Section 6. The leadership development and information coordinator(s) provides support and information to PW in the Congregations concerning current PW structure and programs. She is the main contact with congregations wishing to form new PW groups. She works in cooperation with the PWP moderator.

Section 7. The moderator of the search committee administers the work of the search committee and presents for election the names of women called to leadership positions for PWP being mindful of the importance of broad representation and ethnic and racial diversity.

Section 8. Members-at large with specific responsibilities are appointed or elected as necessary to help conduct the work of PWP. Racial ethnic members-at-large representing racial ethnic women in the presbytery bring their concerns to the coordinating team and encourage participation and involvement of racial ethnic women in PW.

ARTICLE VI COORDINATING TEAM, COMPOSITION AND DUTIES

There shall be a coordinating team for conducting the business of PWP. The voting membership is composed of moderator, vice-moderator, secretary, historian, treasurer, moderator of the search committee, any appointed members-at-large, and the moderator or representative of each PW in the Congregation.

The coordinating team:

- a. Supports planning for regular gatherings and special interest gatherings of PWP.
- b. Identifies issues of concern to PWP.
- c. Provides program support and resources, through the leadership development and information coordinator(s) and other appropriate coordinating team members to PW in the congregations.
- d. Provides the representative(s) to serve on the Coordinating Council of the Presbytery of Boise and on Presbytery or ecumenical committees and projects as appropriate.

ARTICLE VII SEARCH COMMITTEE

The search committee consists of at least three women, one of whom is the moderator of the committee. They are elected at an annual gathering of PWP. The term of office is three years. The moderator of the search committee is 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 an annual gathering of PWP

ARTICLE VIII FINANCES

Section 1: Fiscal Year

The fiscal year of Presbyterian Women in the Presbytery of Boise shall coincide with that of the Presbyterian Church (U.S.A.), January 1 through December 31.

Section 2: Pledging

The PWP moderator follows the outline of procedures according to the PW Manual, Treasurer's Guide for distributing the pledging sheets for PW Celebration of Mission through Women's Pledges. The program of PWP is financed by the pledges of PW in the Congregations to the operating expenses of PWP. The treasurers of PW in the Congregations sends these amounts annually pledged for operating expenses of PWP to the Treasurer of PWP by Feb.10. The treasurers of PWC and PWP follow the information found in this treasurer's guide for quarterly installment of other payments and dates for Celebration of Creative Ministries (Birthday Offering and Thank Offering) and Celebration of Christian Community (Least Coin).

Section 3: Budget Preparation

PWP treasurer will prepare and submit to the fall PWP CT an annual budget for revision/approval/recommendation. The budget will be presented for approval at the following Fall Gathering of PWP

ARTICLE IX GATHERINGS

PWP gatherings are held at least semi-annually and more often if appropriate and are open to all who wish to attend. The election and installation of leaders is held at the Spring Gathering. The adoption of a budget for the following year take(s) place at the business meeting of the Fall Gathering. Unless otherwise specified, any necessary business may be transacted at any gathering of PWP with all members attending entitled to vote.

ARTICLE X AMENDMENTS

These bylaws may be amended at any gathering by a two-thirds vote of those present and voting, provided notice of the proposed amendments have been submitted, in writing, to PW in the Congregations at least thirty (30) days prior to the gathering. These bylaws may also be amended by a three-fourths vote of those present and voting without prior notice. These bylaws may be suspended by a two-thirds 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 QUORUM

The quorum for transacting business at a PWP gathering will represent at least one fourth of the organized PW in the Congregation groups.

ARTICLE XII PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, will be used to govern PWP in cases to which they are applicable and in which they are consistent with these bylaws and the Constitution of the Presbyterian Church (U.S.A.).

This revision of the 2008 Bylaws of
Presbyterian Women in the Presbytery of Boise was adopted at the
Fall Gathering of PWPB held at
Boise First Presbyterian Church September 5, 2008.

Bylaws Committee 2008, Katharyn Mattson, Sara Nevill, Barb Pletcher

STANDING RULES

Presbyterian Women in the Presbytery of Boise (PWP) may from time to time adopt standing rules to outline implementation of these bylaws or to clarify their joint operation with policies of Presbyterian Women Churchwide or the Presbyterian Church (U.S.A.). Standing Rules may be amended by majority vote at any business meeting provided that a quorum as defined in Article X is present.

1. FINANCIAL SUPPORT OF MISSION AND THE PW ORGANIZATION

- a. Support of the mission of the church worldwide (Celebration Giving) and the organization of PWP and the PW Synod of the Pacific is based on pledges made by PW in the Congregations-
- b. Each September the PWP moderator will send a packet with a cover letter and the Mission Pledge (Celebration of Giving) official forms provided by PW Churchwide to each PW in the Congregation moderator.
- c. PW in the Congregations needs to complete and return the form to the PWP Moderator by November 15, indicating their financial pledges for support of:
 1. Worldwide Mission of the Presbyterian Church (U.S.A.), including program support for the Churchwide PW organization, and
 2. Presbytery operating costs and
 3. Synod PW operating costs.
- d. The PWP Moderator prepares the annual combined mission pledge for PWP and forwards copies no later than December 1 to:
 1. the Treasurer of PW in the Presbytery of Boise,
 2. the Moderator of PW in the Synod of the Pacific,
 3. PW Financial Assistant 100 Witherspoon St., Louisville, KY 40202-1396

2. MISSION PAYMENT SCHEDULE

The PWP Treasurer supplies each PWC Treasurer a form for remitting all money sent to her. Mission pledge payments and offerings for the Creative Ministries of Presbyterian Women need to be forwarded by the PWC Treasurers to the PWP Treasurer as follows:

- a. Quarterly Mission pledge payments by March 10, June 10, September 10 and December 10.
- b. PWP and PWS support by Feb. 10.
- c. Annual Birthday Offering by June 10.
- d. Annual Thank Offering (including Health Ministries) by December 10.

- e. Collections for the ecumenical Fellowship of the Least Coin by December 10
- f. Contributions to the Presbyterian Hunger Fund by December 10
- g. Special gifts for Honorary Life Memberships and PW Memorials, at any time.

3. HOSPITALITY AND SCHEDULING FOR GATHERINGS

The regular gatherings of PWP are held at the various churches of the presbytery and the PW in that congregation is called the Hostess (See Hostess PW Responsibilities). A PW from a second congregation shall assist the host church with morning duties (See Co-Hostess PW Responsibilities).

The Coordinating Team of PWP will make up a rotation list of host and co-host PWCs.

SPRING AND FALL GATHERING RESPONSIBILITIES:

Hostess PW Responsibilities:

As the hostess PW, it is your turn to share your community, your church, and your PW with other PW in Boise Presbytery. You plan the Gathering and then invite the rest of us to join you! Your PW will decide on a theme and scripture working in cooperation with the PWP spiritual growth leader. You will invite the speakers and the devotion and music leaders. You create the table decorations, flyers, advertisements, and printed programs for the Gathering. — Here is the opportunity to highlight the work of your women!

You will need to provide tables for registration, morning snacks, and displays. You will need to perk the coffee for the morning snack. You will need to provide a light luncheon at noon with a suggested donation of at least \$5.

It would be good to have a couple of men available to unload and reload boxes for those women who are bringing display items and to aid those who are disabled. Also PWP will pay up to \$40 for a babysitter.

The Moderator of PWP/Boise will be responsible for the business meeting. The Co-Hostess PW will run the registration table and bring the name tags and morning snacks.

Co-Hostess PW Responsibilities:

As co-hostess PW, you will need to bring women for the registration desk, name tags, and morning snacks (juice, fruit, coffee cakes, sweet breads). The hostess PW will perk the coffee and you will need to bring a can of coffee to replace it.

Communicate with the hostess PW to correlate name tag design with the theme and

also for set-up needs. This will be a good opportunity to get to know the women of another PW!

4. PWPB YEARBOOKS

A member of PWP will send out a form or make calls to all moderators to get an updated PWC leaders list the end of June (moderators are encouraged to send in changes to the PWP moderator at any time during the year). This list of leaders along with other valuable information will be made into a yearbook for PWP. This member of PWP will make and distribute the yearbooks. The moderator and treasurer of each PWC will receive a yearbook at the PWP Fall Gathering. This yearbook has no copyright and may be reproduced for other PWC leaders. The information included in this yearbook is for PW purposes only! A copy needs to be sent to PW Churchwide and 10 copies need to be sent to the PW Synod of the Pacific moderator.

5. PWP MEMBERS-AT-LARGE WITH SPECIFIC RESPONSIBILITIES **Responsibility Description**

MISSION INTERPRETATION:

1. Serve as a member of PWP/Boise Coordinating Team
2. Keep informed about the mission projects of Presbyterian Women and the PC (USA)
3. Know where to get resources and information to share about these areas of mission
4. Pass on to PW Congregation in a timely manner information about PW mission projects received from PW Churchwide and Synod: Together In Service; Birthday Offering; Thank Offering; Least Coin; etc.
5. Share this information with the PW Congregation leadership through personal contact and also through reports and displays at PWP/Boise Gatherings

JUSTICE AND PEACE:

1. Serve as a member of PWP/Boise Coordinating Team
2. Keep informed about current Justice and Peace issues by receiving and researching information from PW Churchwide, PC (USA), and other sources
3. Know where to get resources to share about Justice and Peace issues
4. Share Justice and Peace issues information in a timely manner through personal contact with PW Congregation leadership and also through reports and displays at PWP/Boise Gatherings

SPIRITUAL GROWTH:

1. Serve as a member of PWP/Boise Coordinating Team
2. Serve as a member of the retreat committee
3. Accumulate and recommend information about spiritual growth resources: books, movies, Bible studies, resource center, speakers, Mission Yearbook, candle lighting

services, etc can be used.

4. Help plan spiritual materials for retreats, PWP, PWC gatherings
5. Share spiritual resource materials through personal contact with PW Congregation leadership and also through reports and displays at PWP/Boise Gatherings

LEADERSHIP DEVELOPMENT AND INFORMATION TEAM:

1. Serve as a member of PWP/Boise Coordinating Team
2. Accumulate information about all aspects of current PW structure and stay connected with similar PW Leadership officers-Churchwide and Synod
3. She is the main contact with congregations wishing to form new PW groups.
4. Work directly with PW Congregation leadership to provide current information about PW structure and programs
5. Work with PWP/Boise Coordinating Team to provide information and organization for training workshops about PW
6. Share current information about current PW structure through reports and displays at PWP/Boise Gatherings

These Standing Rules were adopted at the Fall Gathering of Presbyterian Women in the Presbytery of Boise held at Boise First Presbyterian Church on September 5, 2008.

Bylaws Committee,

Katharyn Mattson, Sara Nevill and Barbara Pletcher

PWPB Leadership 3-Year Rotation

<u>2006-2009 (year of CWG)</u>	<u>2007-2010</u>	<u>2008-2011</u>
	Moderator	
Vice-Moderator		
Secretary		
Leadership Development		
	Treasurer	
	Historian	
		Mission
		Spiritual Growth
		Justice and Peace
Search	Search	Search