

BYLAWS

Presbyterian Women in the Presbytery of Boise

April 13, 2013

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 any way 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, treasurer, Presbyterian Women in the Congregation (PWC) moderators or their representative, and moderator of the search committee. Additional leaders may be members-at-large with specific responsibilities.

Section 5

A rotation system may be established for election of leaders.

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 the 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 Committee and at meetings of the Presbytery of Boise with voice and vote. She may be co-opted on a committee of the Presbytery of Boise. She is also the denominational representative to appropriate ecumenical church bodies. The moderator, or one of the co-moderators, is a voting representative at Churchwide Gatherings.

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. The vice-moderator may serve as “Member-at-Large with Specific Responsibilities” (Article IV, Section 4) as requested by the PWP Moderator and/or the PWP Coordinating Team.

Section 3

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

Section 4

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 Gathers and other times as appropriate.

Section 5

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 6

Members-at-large with specific responsibilities to help conduct the work of PW may be appointed by the PWP Moderator of the PWP Coordinating Team, the term to extend only as long as required, not to exceed 3 years with the option of serving an additional 3 years.

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, 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:

- Supports planning for regular gatherings and special interest gatherings of PWP.
- Identifies issues of concern to PWP.
- Provides program support and resources through appropriate coordinating team members to PW in the Congregations.
- Provides the representative(s) to serve on the Coordinating Committee of the Presbytery of Boise and on presbytery or ecumenical committees and projects as appropriate.

ARTICLE VII SEARCH COMMITTEE

The search committee consists of two (2) women. The moderator of the search committee is elected at an annual gathering of the PWP for a term of three years. She is a member of the coordinating team. The other member of the search committee will be named on a rotational basis from the Presbyterian Women in the Congregation moderator or her appointee for a term of one year. 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. The search committee moderator is responsible to provide the PWP coordinating team members' names, addresses, telephone numbers and email addresses (where applicable) to the PWC moderators, members of the PWP coordinating team, the moderator of PW in the Synod and to the PW Churchwide office in Louisville, KY. The Search Committee shall monitor any member-at-large appointments, making sure terms of service in Article V, Section 6 are observed.

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. The program of PWP is financed by pledges of Presbyterian Women in the Congregations to the operating expenses of PWP. Quarterly, the treasurers of PWC will send the recommended amount to the treasurer of PWP.

Section 2: Budget Preparation

The PWP treasurer will prepare and submit to the fall PWP coordinating team an annual budget for approval by the coordinating team.

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. Unless otherwise specified, any necessary business may be transacted at any gathering of PWP with all members 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 a 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 2013 Bylaws of Presbyterian Women in the Presbytery of Boise was adopted at the Spring Gathering of Presbyterian Women in the Presbytery of Boise held at Bethany Presbyterian Church (U.S.A.), Ontario, Oregon on April 13, 2013.

Bylaws Committee 2013: Kathryn Baker, Phyllis Henry, Karen Cornwell

STANDING RULES

PRESBYTERIAN WOMEN IN THE PRESBYTERY OF BOISE

Presbyterian Women in the Presbytery of Boise (PW) 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 of the Presbyterian Church (U.S.A.). Standing Rules may be amended by a majority vote of those present at a PWP coordinating team meeting.

FINANCIAL SUUPORT OF MISSION AND THE PW ORGANIZATION

Support of the mission of the church worldwide (Celebration Giving) and the organization of PWP and PW Synod of the Pacific is based on pledges made by PW in the Congregation.

Each September the PWP moderator or designee may send a packet with a cover letter and the Mission Pledge (Celebration Giving) official forms provided by PW Churchwide to each PW in the Congregation moderator. PW in the Congregation shall complete and return the form to the PWP moderator by November 15, indicating their financial pledges in support of:

1. Worldwide mission of the Presbyterian Church (U.S.A.), including program support for the Churchwide PW organization and
2. Presbytery PW and
3. Synod PW.

The PWP moderator prepares the annual combined mission pledge for PWP and forwards copies no later than December 1 to:

1. The treasurer of PWP
2. The moderator of PW in the Synod
3. PW Financial Assistant, 100 Witherspoon St., Louisville, KY 40202-1396.

MISSION PAYMENT SCHEDULE

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

1. Quarterly mission pledge payments by March 10, June 10, September 10 and December 10.
2. PWP and PWS support by February 10.
3. Annual Birthday Offering by June 10.
4. Annual Thank Offering by December 10.
5. Contributions to the Presbyterian Hunger Fund by December 10.
6. Special gifts for Honorary Life Memberships and PW Memorials at any time.

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 Host Church. A PW from a second congregation may assist the host church with morning duties if requested by the hosting PWC. The PWP coordinating team may make up a rotation list of host PWC's.

SPRING AND FALL GATHERING HOST CHURCH RESPONSIBILITIES

1. Set the date in consultation with the PWP coordinating team
2. Plan the programming for the day including theme and scripture
3. Send out publicity and invitations to women in all congregations in the presbytery
4. Provide what is needed for programming and a short worship including printed programs, a musician, speakers, etc.
5. Provide childcare if needed (the PWP will support that cost in the amount of \$40)
6. Provide lunch (host church may ask for a donation to cover lunch costs)
7. Provide (or ask a co-host church to provide)
 - a. Morning registration including name tags
 - b. Coffee and light refreshment for morning registration

PWP YEARBOOKS

A member of PWP may be recruited to gather information to create a PWP directory. The directory will be distributed electronically unless PWP funds are allocated for its print and distribution. It is the responsibility of each PWC to provide the name of the PWC moderator and/or contact person in each PWC at least annually.

PWP MEMBERS-AT-LARGE WITH SPECIFIC RESPONSIBILITIES

The following areas may be addressed by PWP Members-at-Large (Bylaws, Article V, Section 6).

MISSION INTERPRETATION

1. Serve as a member of the PWP coordinating team
2. Keep informed about the mission projects of Presbyterian Women and the Presbyterian Church (U.S.A.)
3. Know where to get resources and information to share about areas of mission
4. Pass on to PW in the Congregation in a timely manner information about PW mission projects received from PW Churchwide and PW synod
5. Share information with PW in the Congregations' leadership through personal contact and reports/displays at PWP gatherings

JUSTICE AND PEACE

1. Serve as a member of the PWP coordinating team
2. Keep informed about current justice and peace issues by receiving and researching information from PW Churchwide, Presbyterian Church (U.S.A.) and other sources

3. Know where to get resources to share about justice and peace issues
4. Share information with PW in the Congregations' leadership through personal contact and reports/displays at PWP gatherings

SPIRITUAL GROWTH

1. Serve as a member of the PWP 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 of Prayer and Study, candle lighting services
4. Help plan spiritual materials for retreats, PWP and PWC gatherings
5. Share spiritual resources with PW in the Congregations' leadership through personal contact and reports/displays at PWP gatherings

LEADERSHIP DEVELOPMENT

1. Serve as a member of the PWP coordinating team
2. Accumulate information about all aspects of current PW structure and stay connected with similar PW leadership coordinators in the synod and Churchwide
3. Serve as the main contact with congregations wishing to form new PW groups
4. Work directly with PW in the Congregation leadership to provide current information about PW structure and programs
5. Work with the PWP 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 gatherings.

PWP LEADERSHIP 3-YEAR ROTATION

YEAR 1:	Moderator; Treasurer
YEAR 2:	Vice Moderator, Secretary, Moderator of the Search Committee
YEAR 3: (Churchwide Gathering Year)	No election unless needed to fill a vacancy