

**BY-LAWS OF PRESBYTERIAN WOMEN
IN THE NATIONAL CAPITAL PRESBYTERY**

Officially Adopted: April 11, 1992
Amended: April 19, 2008; April 20, 2013; April 26, 2014; April 23, 2016
Last Amended: May 2, 2020

ARTICLE I-Name

The name of this organization shall be Presbyterian Women in the National Capital Presbytery (PW/NCP).

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

- Section 1 Members of PW/NCP shall include all women within National Capital Presbytery (NCP) who choose to participate in or support Presbyterian Women (PW) in any way.
- Section 2 PW/NCP shall be divided into PW Clusters, each comprising particular congregations within the NCP organized by geographic region.
- Section 3 PW/NCP shall be an organization operating within the National Capital Presbytery (NCP), and its partner in ministry, reporting annually to the Presbytery.
- Section 4 PW/NCP shall be a member of the churchwide organization of Presbyterian Women in the Presbyterian Church (U.S.A.), Inc.
- Section 5 PW/NCP shall be a part of the Synod of The Mid-Atlantic, with such privileges and responsibilities as may be determined by that body.

ARTICLE IV -Coordinating Team, Election and Terms of Office

- Section 1 The leaders of PW/NCP shall form a Coordinating Team (CT) for conducting the business of PW in the Presbytery. The members of the CT shall be as follows:

Moderator or Co-Moderators
Vice-Moderator(s)
Moderator(s)-elect
Secretary
Secretary for Publicity
Treasurer
Assistant Treasurer
Communications Coordinator
Spiritual Nurture Communicator
Mission Communicator

Historian
Issues Communicator
Resources Coordinator
PW Cluster Leader Coordinator
Moderator - Search Committee
Racial/Ethnic Equity Communicator
PW Cluster Leaders
Immediate Past Moderator(s)

Additional women may be appointed as Members-at-large with specific responsibilities to carry out the work of PW/NCP as needed.

Positions may be filled by co-leaders when appropriate and feasible.

Those shown in **bold type** comprise the elected leaders; those shown in *italics*, i.e., Cluster Leaders, are the appointed leaders.

- Section 2 At the Annual meeting the Search Committee shall present the name of a nominee for each elected position to be filled on the CT. Nominations may be made from the floor, provided the consent of the nominee has been obtained. Elected leaders of PW/NCP shall be active members of the PC (U.S.A.) and a church within the NCP or a teaching elder member of the NCP.
- Section 3 All members of the CT nominated to fill the elected offices specified in Section 1 above shall be elected at the Annual meeting. Election shall be by ballot except where there is only one (1) candidate for an office; then the election shall be by voice vote.
- Section 4 The term for all members of the CT, except Moderator(s)-elect, shall be two (2) years. The term of the Moderator(s)-elect shall be one (1) year. A leader may be re-elected to the same office, or may be elected to another office. No woman shall hold more than one (1) office in PW/NCP simultaneously, except as a member of the Search Committee or serving in another office on a temporary basis to fill a vacancy until the next annual meeting.
- Section 5 The following leaders shall be elected in odd-numbered years: Moderator(s), Treasurer, Secretary, Issues Communicator, Resources Coordinator, Secretary for Publicity, and Cluster Leader Coordinator. The following leaders shall be elected in even-numbered years: Vice-Moderator(s), Assistant Treasurer, Historian, Moderator of the Search Committee, Mission Communicator, Spiritual Nurture Communicator, Communications Coordinator, and Racial/Ethnic Equity Communicator. The Moderator(s)-elect shall be elected at the beginning of the last year of the term of the current Moderator(s).
- Section 6 If an elected position of the CT becomes vacant during the year, or if there is no nominee at the Annual Meeting, the CT may elect someone to fill the position until the next following annual meeting. Any leader elected at a CT meeting shall begin to serve immediately.
- Section 7 The newly-elected leaders shall be installed at the Annual meeting and their term of office shall begin at the close of the meeting. The retiring leaders shall provide orientation to their successors and turn over all books and papers pertaining to their respective office at a joint meeting of new and retiring CT members. In order to ensure a smooth transition, the outgoing Treasurer will continue to serve alongside the newly installed Treasurer until the next CT meeting or whenever the necessary banking changes are executed, whichever comes first.

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ARTICLE V-Duties of Leaders

- Section 1 Members of the CT/ NCP are the links between PW in the Congregations (PW/C), PW in the Synod (PW/S), and PW in the Presbyterian Church (U.S.A.), Inc (PW Churchwide). The CT shall forward all pertinent information received by them to the PW/Cs. Members shall attend all meetings of the CT and shall be prepared to submit to the CT a brief report on the status of the work within their area, together with any recommendations for future actions. A written report of the year's activities should be submitted to the PW/NCP Moderator(s) by February 1.
- Section 2 The Moderator(s), or the Vice-Moderator(s) if necessary, shall preside at all meetings of the CT where business is conducted. She shall appoint members to all committees (except the Search Committee) and receive recommendations for other appointments, all subject to approval by the CT. The Moderator(s) shall be the key person to receive communications on behalf of PW. The Moderator(s) shall be the representative to the CT of PW in the Synod (PW/S) and be a voting representative at Church wide Gatherings. The Moderator(s) shall be authorized to sign on all bank accounts and instruments when neither the Treasurer nor Assistant Treasurer is available to do so.
- Section 3 The Moderator(s)-elect shall attend all PW/NCP or PW/S meetings and events with the Moderator(s), unless excused by the Moderator(s). She shall serve a term of one year, with vote. If the office of Moderator(s) becomes vacant during that year, the Moderator(s)-elect shall fill the vacancy and be installed at the Annual meeting as Moderator(s) to serve a two-year term.
- Section 4 The Vice-Moderator(s) shall preside in the absence of the Moderator(s) or at her request. The Vice-Moderator(s) shall chair the Program Committee, shall chair the By-laws Committee, and shall assist the Moderator(s) as requested.
- Section 5 The Secretary shall maintain and preserve working records of PW/NCP and carry on correspondence as requested by the Moderator(s). She shall be responsible for the compilation and publication of the PW/NCP annual Directory and serve as record-keeper for the By-laws Committee.
- Section 6 The Treasurer shall ensure that all monies from the PW/Cs are disbursed to the PW/S, PW Churchwide, or as otherwise authorized by the CT (including payments to speakers, presenters, and host churches for Gatherings). She shall serve as chair of the Finance Committee. She will conduct registration for NCP gatherings and collect monies with the Assistant Treasurer. She will follow the recommendations of PW Churchwide Treasurers Manual. At the Annual meeting, she shall provide copies of an audited, written financial report and present the CT's proposed budget for the coming fiscal year.
- The Treasurer shall be the primary signatory on all bank accounts and instruments and shall receive the bank statements of accounts.
- Section 7 The Assistant Treasurer shall assist the Treasurer at all gatherings by receiving checks or cash from attendees and shall otherwise assist the Treasurer as needed. Duties of the Treasurer may be shared by mutual agreement of the two officers. In the absence of the Treasurer, the Assistant Treasurer will assume the duties of the Treasurer for such time as necessary, unless otherwise directed by the Moderator or the CT.
- The Assistant Treasurer shall be the alternate signatory on all bank accounts and instruments, and in the absence of a duly-elected Treasurer, shall receive the bank statements of accounts.

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- Section 8 The Historian shall maintain and preserve historical records of PW/NCP. These shall be made available at Annual meetings. She shall provide resources for Historians in PW/Cs and encourage them to submit annual historical reports. The Historian may form a team to review and archive such records.
- Section 9 The Moderator of the Search Committee shall lead the Search Committee and present for election the names of women called to leadership positions in PW/NCP.
- Section 10 The PW Cluster Leader Coordinator shall provide program support to the PW Cluster Leaders and shall be a direct link between PW Cluster Leaders, PW/S, and PW Churchwide.
- Section 11 The PW Cluster Leader shall provide program support to PW in the Congregations assigned to her and, with the assistance of the CT, shall be the direct link between PW/Cs and the CT of PW/NCP.
- Section 12 The Spiritual Nurture Communicator shall provide spiritual inspiration for the CT meetings and the seasonal gatherings. She may make available spiritual resources, and provide such material to the PW Cluster Leaders.
- Section 13 The Mission Communicator shall provide information about National and International Mission opportunities and updates at the CT meetings and seasonal gatherings. She will encourage and support participation in the various PW offerings/ mission projects, and provide such material for the PW Cluster Leaders.
- Section 14 The Issues Communicator shall provide information about social, economic and political concerns supported by the General Assembly of the PC(USA). She will promote awareness of societal problems, and provide materials to the PW Cluster Leaders.
- Section 15 The Resources Coordinator shall provide PW literature and other print materials at seasonal gatherings. She will be available as a contact for PW resources for CT members and other PW members.
- Section 16 The Secretary for Publicity will assist the Moderator(s), Communications Coordinator, Program Committee, and other leaders as needed in preparing and circulating information about PW at every level, and preparing bulletins and flyers for PW events.
- Section 17 The Communications Coordinator shall maintain and update the PW/NCP website. She shall ensure that fees for website domain are submitted in a timely manner. She shall assist the Moderator(s) and other leaders in providing information to PW/Cs by appropriate types of communication mode that may be available, including, but not limited to, an online publication.
- Section 18 The Racial/Ethnic Equity Communicator shall represent the racial, ethnic, and multi-cultural concerns of women in the Presbytery, to include bringing their concerns to the CT and encouraging their participation in PW. The issues and concerns addressed by this position may overlap those of the Issues Communicator, especially as it affects individual women in the Presbytery. This is an elected Member-at-Large position.
- Section 19 Immediate Past Moderator(s) are encouraged to participate in the CT during the succeeding moderator's term, serving with voice but without vote.
- Section 20 Members-at-large with specific responsibilities shall be elected or appointed to help conduct the work of PW/NCP.

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ARTICLE VI-Coordinating Team Duties

Section 1 The CT shall: plan for regular gatherings, cluster meetings, and special gatherings of PW/NCP; identify issues of concern to PW; provide support and resources via PW Cluster Leaders and other members of the CT to PW/Cs; provide for representative(s) to serve on ecumenical committees and projects, as appropriate; and provide appropriate communications to PW/Cs.

The CT may also undertake mission initiatives at the PW/NCP level, or in partnership with or in support of individual PW/Cs, or groups thereof, or other projects supporting the PW purpose. In considering such work, the CT may consider and utilize mechanisms for funding each such project by other than the member support fee, including seeking grants from PW/S or PW Churchwide. To the extent possible, funding for such initiatives or projects shall be included in the budget to be approved at the Annual Meeting. Information on the use of such monies shall be included in the Treasurer's report.

Section 2 The Moderator(s) shall call such meetings of the CT as deemed advisable, provided a minimum of three (3) CT meetings are held each year.

Section 3 The Moderator(s) and five (5) other CT members shall constitute a facilitating committee empowered to transact business in the interval between meetings of the CT and submit to the CT a report of any business transacted at the meeting.

Section 4 Nine (9) members, providing the Moderator(s) or the Vice-Moderator(s) is present, shall constitute a quorum of the CT at a regular/called meeting. Quorum is based on one-half plus one ($\frac{1}{2} + 1$) of the number of elected positions.

ARTICLE VII-Committees

Section 1 The standing committees shall be the Search Committee, the By-laws Committee, the Program Committee, the Finance Committee, the Audit Committee, the Scholarship Committee, and any other committees the CT deems necessary. Members of all committees, except the Search Committee, shall be appointed by the Moderator(s), taking into account input from the CT and Committee chairs.

Section 2 The Search Committee shall consist of up to six (6) members, one of whom shall serve as Moderator(s) of the committee and be an elected member of the CT. The other members may be members of the CT or appointed from the general membership of PW/NCP. The responsibility of the Search Committee is to recommend women for leadership positions and to present them for election at the Annual meeting of PW/NCP.

Section 3 The By-laws Committee shall consist of at least three (3) elected members of the CT appointed by the Moderator with each member serving a two (2) year term. The committee shall include the Vice-Moderator(s), who shall serve as chair; and the Secretary, who shall be the record-keeper. Participation by other CT members is desirable but not mandatory.

This Committee shall review the Standing Rules each year and the by-laws as needed, or at least every three (3) years. Changes to either shall be recommended to the CT. The changes, once approved by the CT, shall then be presented to PW/NCP at the next Annual meeting. Upon approval, the by-laws should be published on the PW/NCP website.

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- Section 4 The Program Committee shall consist of five (5) members: the Vice- Moderator(s) serving as chair; the Secretary of Publicity; and at least two (2) other members of the CT. The Program Committee shall be responsible for planning the Annual meeting and other PW/NCP seasonal gatherings.
- Section 5 The Finance Committee shall consist of at least three (3) members: Treasurer, Moderator or Vice Moderator and one other CT member. The Treasurer will serve as chair. Participation by at least one (1) other CT member including the Assistant Treasurer is desirable but not mandatory. The committee shall prepare the PW/NCP budget for the year, submit it to the CT for approval, and then to the PW/NCP at the Annual meeting for final adoption. The fiscal year shall be from January 1 to December 31.
- Section 6 The Audit Committee shall consist of at least three (3) persons to be appointed by the PW/NCP Moderator(s) yearly. One person, who will serve as chair, should not be a member of the CT; one person shall be from the CT; the third may be from the general membership of PW/NCP. The active Treasurer may not serve on the committee. The Audit Committee shall audit the books each year prior to the Annual meeting and/or upon change of Treasurer.
- Section 7 The Scholarship Committee shall consist of at least three (3) persons to be appointed by PW/NCP Moderator(s), including two (2) from the CT. Women from outside the CT may be appointed to serve by the Committee's chair. The Committee shall develop procedures and forms to be utilized by the women of PW/NCP to request scholarship support. Such procedures shall include a list of the scholarships to be granted and a method for allotting funds. These procedures and any proposed grants of scholarship funds shall be approved by the CT and updated appropriately.
- Section 8 The Chairs of the Standing Committees shall call meetings of their committees whenever needed to accomplish their responsibilities.

ARTICLE VIII - Finances

- Section 1 PW/NCP shall be financed by the collection of a member support fee (reflecting the estimated number of women in each participating congregation) from the PW/Cs to the PW/NCP. This fee shall be stated in the Standing Rules, and revised as necessary.
- Section 2 All checks shall be prepared and signed by either the Treasurer or Assistant Treasurer; the Moderator or Co-Moderator may sign checks in the absence of both.
- Section 3 Instruments of deposit shall be held in the name of Presbyterian Women/National Capital Presbytery.
- Section 4 The signatory on Certificates of Deposit and other financial instruments must be at least one of those authorized to sign checks. Other procedures pertaining to the finances of the CT shall be set forth in the Standing Rules.

ARTICLE IX-Gatherings

- Section 1 The Annual meeting of PW/NCP shall be in the spring at a time decided by the CT. The meeting shall include worship, the Moderator(s)'s report, the election and installation of leaders, approval of the budget, and other necessary business. The Annual meeting shall be open to all women. All members of PW attending shall be entitled to vote.

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- Section 2 The quorum for a Business Meeting of PW/NCP shall be established by the presence of women from at least one-third of churches who have participated by contributing the member support fee for the year in question or the immediately preceding year, giving to PW-supported projects, or sending at least one representative to a PW/NCP Gathering in the past calendar year.
- Section 3 One or more Gatherings of PW/NCP shall be held each year to support the PW Purpose.
- Section 4 The CT shall provide for a leadership training event annually and may conduct additional events such as retreats and workshops to support the PW Purpose.

ARTICLE X-Parliamentary Authority

Consensus shall govern PW in conducting meetings and other business. *Robert's Rules of Order, Newly Revised* [latest edition], shall govern PW when consensus cannot be achieved, to the extent they are applicable and to which they are not inconsistent with these by-laws and the Constitution of the PC (U.S.A.). A Parliamentarian may be appointed by the Moderator(s) for each Annual meeting.

ARTICLE XI-Amendments

- Section 1 These by-laws may be amended at any Annual meeting of PW/NCP by a two-thirds vote of those members of PW present and voting, provided notice of the proposed amendments has been submitted, in writing, to PW/Cs at least thirty (30) days prior to the Gathering.
- Section 2 These by-laws may also be amended at any Annual meeting of PW/NCP by a three-fourths vote of those members of PW present and voting without prior notice.
- Section 3 These by-laws may be suspended in whole or in part at any Annual meeting of PW/NCP by a two-thirds vote of those members of PW present and voting, provided notice of such suspension has been submitted in writing to the members thirty (30) days prior to the Gathering.

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**STANDING RULES OF PRESBYTERIAN WOMEN IN THE NATIONAL
CAPITAL PRESBYTERY**

Officially Adopted April 11, 1992, April 26, 2013

Last Amended April 23, 2016; Additional Amendments Proposed May 2, 2020.

1. All petitions and resolutions to be presented at the annual meeting of Presbyterian Women in the Presbytery of National Capital (PW/NCP) for action must first be presented to the Coordinating Team (CT). Action of the CT will be read when the petition or resolution is presented at the Annual meeting.
2. The Search Committee is directed to seek as potential leaders those who can attend Synod and Churchwide Gatherings and Conferences. The importance of this aspect of their duties should be communicated to each nominee.
3. The Moderator(s), Search Committee, and Cluster Leaders shall recommend women to serve on committees of the Presbytery, except with regard to the Presbytery Nominating Committee.
4. The Search Committee shall recommend a woman to serve on the nominating committee of Presbytery for a term of three years.
5. As far as possible, all clusters of PW/NCP shall be represented on the CT and standing committees and, if not directly represented, are empowered to submit recommendations thereto.
6. The Secretary shall provide a copy of the By-Laws and Standing Rules to each new member of the CT, with the sections pertaining to the duties of the new member highlighted so she can be acquainted with them.
7. The recipient of the offering at all meetings/gatherings shall be determined by the CT.
8. An Honorary Life Membership or Recognition gift shall be presented to the Moderator(s) upon expiration of her term of office.
9. The annual budget shall include funds to pay the expenses of the Moderator(s) and Moderator(s)-Elect, Vice-Moderator(s), and official delegates to conferences; scholarships may be given to CT members as funds are available based on procedures and guidelines approved by the CT and notified to the PW/Cs.
10. The member support fee to be paid by PW/Cs to finance PW/NCP is \$3.00 per active member.
11. PW/NCP will contribute annually to the Presbyterian Historical Association.
12. PW/NCP may provide subscriptions to Horizons and other publications for CT members. PW/NCP is encouraged to provide the Mission Yearbook for Prayer and Study and Circle of Prayer, or comparable resources, to the Mission Communicator annually.
13. Travel allowance for CT members shall follow IRS guidelines. Carpooling is expected. Requests for reimbursement shall be on the prescribed voucher and submitted to the treasurer.
14. Reimbursement for any other expenses incurred by CT members in performance of their duties or in support of gatherings or other activities of PW/NCP (e.g., scholarships and grants) shall be accomplished through a voucher system under the supervision of the Treasurer and Assistant Treasurer.
15. Payments of Scholarships and Grants recommended by the Scholarship Committee and approved by the CT shall be accomplished through a voucher system under the supervision of the Treasurer and Assistant Treasurer.
16. PW-NCP may secure a bond for the Treasurer.