

**Constitution and By-Laws
PRESBYTERIAN WOMEN
In the
Presbytery of Des Moines**

**ARTICLE I
NAME**

The name of this organization shall be Presbyterian Women in the Presbytery of Des Moines (PWP).

ARTICLE II

Forgiven and freed by God in Jesus Christ, we commit ourselves: to nurture our faith through prayer and Bible study, to support the mission of the church world wide, 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

Members of the Presbyterian Women in the Presbytery shall be all women within the boundaries of Des Moines Presbytery who choose to participate in, or be supportive of, Presbyterian Women in the Presbytery in any way.

**ARTICLE IV
COORDINATING TEAM ELECTION AND TERM OF OFFICE**

SECTION 1. The leaders of PW in the Presbytery shall be Moderator, Corresponding Secretary, Recording Secretary, Treasurer, Area Coordinators, Mission Coordinator, Peace & Justice Coordinator, Resources & *HORIZONS* Coordinator, Historian, Clergywoman Representative, Racial Ethnic Women in the Presbytery Representative. Moderators of the local congregations from each area will be invited to attend the Coordinating Team meetings on a rotating basis.

SECTION 2. The leaders shall form a Coordinating Team to conduct the business of PW in the Presbytery.

SECTION 3. The Search Committee shall present the names of women to be elected to the Coordinating Team and to the members of PW in the Presbytery at the Spring Gathering. Elected leaders of the PW in the Presbytery shall support the purpose of Presbyterian Women.

SECTION 4. The term of office for all Coordinating Team membership shall be three (3) years with the privilege of reelection to a second term.

SECTION 5. A rotation system shall be established so that one third (1/3) of the leaders will be elected each year.

SECTION 6. Vacancies shall be filled by the Coordinating Team with recommendations of candidates by the Search Committee. If at such time any leader feels she cannot responsibly perform the duties of her office, she should feel free to resign. Resignation from office shall be presented in writing to the Search Committee. Any person filling an unexpired term shall be eligible for election to a full term in that office.

ARTICLE V DUTIES OF LEADERS

SECTION 1. The Moderator shall preside at all meetings of the Coordinating Team and at all Gatherings of the PW in the Presbytery where business is conducted. She shall be the key person to receive communications on behalf of Presbyterian Women. The Moderator, or her representative, shall be the representative to the Coordinating Team of PW in the Synod. The Moderator, or her representative, shall also represent PW on the Presbytery Council. The Moderator, or her representative, shall be a voting representative delegate at Churchwide Gatherings.

SECTION 2. An Area Coordinator shall preside in the absence of the Moderator or at her request. If the office of Moderator becomes vacant between elections, the Search Committee shall present a name for approval by the Coordinating Team. The nominee shall complete the Moderator's term.

SECTION 3. The Recording Secretary shall maintain and preserve working records of all meetings of the PW in the Presbytery. PWP Coordinating Team and the annual Business meeting held at the Spring Gathering.

SECTION 4. The Corresponding Secretary shall serve as secretary to the Moderator. She shall have responsibility with the Moderator for the Fall and Spring Gathering Program booklets. She shall be recommended to the Search Committee by the Moderator.

SECTION 5. The Treasurer shall have knowledge and understanding of the receipts and disbursements of the operating funds of PW in the Presbytery. She shall receive from PW in the Congregations the Celebration of Giving offerings and forward these funds as directed. She shall receive the Mission pledges of the PW in the Congregations. She shall calculate and forward the amounts due to the PW in the Synod, using the current percentage approved by the PW in the Presbytery Coordinating Team. She shall prepare the budget and present printed copies at the winter Coordinating Team meeting for approval. She shall present a printed annual report of finances and the budget at the Spring Gathering of PW in the Presbytery.

SECTION 6. Area Coordinators shall assist the Coordinating Team in planning and implementing the Spring and Fall Gatherings of PW in the Presbytery and other activities as needed.

SECTION 7. The Moderator of the Search Committee shall administer the work of the Search Committee and present for election the names of women called to leadership positions to PW in the Presbytery.

SECTION 8. The Members-at-Large representing racial ethnic women in the presbytery shall bring their concerns to the Coordinating Team and encourage participation and involvement of racial ethnic women in Presbyterian Women.

SECTION 9. A Mission Coordinator, Resource & *HORIZONS* Coordinator, Peace & Justice Coordinator, Historian and Clergywoman Representative shall help conduct the work of the PW in the Presbytery.

ARTICLE VI DUTIES OF THE COORDINATING TEAM

The Coordinating Team shall:

- A. Plan for regular gatherings, workshop meetings and special interest gatherings of PW in the Presbytery.
- B. Identify issues of concern to PW
- C. Provide program support and resources, through Area Coordinators and related staff, to PW in the Congregations
- D. Provide for representative(s) to serve on Presbytery Council and on Presbytery or ecumenical committees and projects, as appropriate.

- E. Appoint special committees as needed
- F. Approve the annual budget
- G. Make and approve annual goals

ARTICLE VII SEARCH COMMITTEE

The Search Committee shall consist of one woman from each of the four geographical areas. One of these members shall be elected by the committee to serve as Moderator for a term of one year. They shall be called and elected as the Spring Gathering of PW in the Presbytery. The term of office shall be three (3) years. All members of the Search Committee shall be members 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 the Spring Gathering of the PW in the Presbytery.

ARTICLE VIII FINANCES

Presbyterian Women shall be financed in the following ways:

- A. An Administration (Contingent) fund shall be obtained by a percentage of pledges from PW in the Congregations goal sheets. This percentage shall be recommended by the Finance Committee and approved by the Coordinating Team.
- B. The program of PW in the Presbytery shall be financed through pledges of PW in the Congregation to the operating expenses of PW in the Presbytery.
- C. Provisions shall be made by the Coordinating Team for an annual audit.

ARTICLE IX GATHERINGS

PW in the Presbytery shall meet at least two times a year, in the Spring, and in the Fall. These Gatherings shall be open to all women. The election and installation of leaders and approval of the budget shall be done at the Spring Gathering of PW in the Presbytery. All members of the PW attending this Gathering shall be entitled to vote.

ARTICLE X AMENDMENTS

These bylaws may be amended at any annual Gathering by two-thirds (2/3) 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 three-fourths (3/4) vote without prior notice. These bylaws may be suspended by two-thirds (2/3) vote of those present and voting provided notice of such suspension has been submitted in writing to PW in the Congregation thirty (30) days prior to the meeting.

ARTICLE XI QUORUM

The quorum for a Gathering of PW in the Presbytery shall represent at least one-fourth (1/4) of PW in the Congregation groups.

ARTICLE XII DISSOLUTION OF AUTHORITY

Upon dissolution of the organization of Presbyterian Women in the Presbytery of Des Moines (PWP), the Coordinating Team shall, after paying or making provisions for payment of all liabilities of the organization, dispose of all assets of the Presbyterian Women in the Presbytery of Des Moines exclusively for the purpose of the mission of the Presbyterian Church (U.S.A.)

ARTICLE XIII PARLIAMENTARY AUTHORITY

Roberts' Rules of Order, Newly Revised, shall govern PW in all cases to which they are applicable and to which they are not inconsistent with these Bylaws and the Constitution of Presbyterian Church (U.S.A.).