

BYLAWS AND DUTIES FOR  
 THE PRESBYTERIAN WOMEN IN THE CONGREGATION OF  
 FIRST PRESBYTERIAN CHURCH  
 KNOXVILLE, TENNESSEE  
 SEPTEMBER 2014



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ACRONYMS

*PW* ..... *Presbyterian Women*  
*PWC* ..... *Presbyterian Women in the Congregation*  
*PWP* ..... *Presbyterian Women in the Presbytery*  
*PWS* ..... *Presbyterian Women in the Synod*  
*PWPC* ..... *Presbyterian Women in the Presbyterian Church (USA)*  
*CT* ..... *Coordinating Team*  
*CWU* ..... *Church Women United*

## ARTICLE I

### NAME

The name of this organization shall be Presbyterian Women of First Presbyterian Church (PWC), Knoxville, Tennessee, affiliated with Presbyterian Women (PW) in the Presbytery of East Tennessee, the Synod of Living Waters and the Presbyterian Church (USA).

The PWC is under the jurisdiction of the Session as an organization within the church. Programs of PWC are integrated in church wide programming.

## 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 (USA) and witnesses to the promise of God's Kingdom.**

## ARTICLE III

### MEMBERSHIP

Members shall be all those who choose to participate in, or be supportive of PW in any way.

The membership shall be divided into circles to form small groups that gather regularly to provide an inclusive, caring community of women.

## ARTICLE IV

### MEETINGS

- Sec. 1        The meetings of PWC shall be held monthly from September to May.
- Sec. 2        The Coordinating Team (CT) shall meet at the call of the Moderator. A majority of members shall constitute a quorum.
- Sec. 3        Temporary changes in the time of a meeting may be made by the Moderator.

## ARTICLE V

### COORDINATING TEAM

- Sec. 1 The CT shall be composed of the following: Officers, Chairs of all Committees and Circle Moderators. The CT is responsible for administration, structure and programs.
- Sec. 2 The officers shall be Moderator, Vice-Moderator, Secretary, Treasurer, Assistant Treasurer, Historian, Advisor (past Moderator).

## ARTICLE VI

### ELECTIONS

- Sec. 1 Nominees for election as members of the CT shall be presented by the Search Committee at the May CT and PWC meetings. Election shall take place at that time. The new CT will assume the duties at the time of installation in August.
- Sec. 2 Vacancies occurring during the year must be filled by the Search Committee. A vacancy in the office of Moderator shall be filled by the Vice-Moderator. A new Vice-Moderator shall be immediately nominated and elected. Resignations shall be presented in writing to the Moderator.

## ARTICLE VII

### DUTIES OF THE OFFICERS, COMMITTEE CHAIRMEN, AND CIRCLE MODERATORS

- Sec. 1 All officers, committee chairmen and circle moderators shall attend the meetings of the CT.
- Sec. 2 The Moderator shall preside at the meetings of the CT, and shall coordinate committee work. She shall plan and implement the agendas for the CT meetings. She shall appoint committees not otherwise provided by these Bylaws. She shall be an ex-officio member of circles and all committees except the Search Committee. She shall receive communications on behalf of PWC and shall be the direct link to the PW in the Presbytery.
- Sec. 3 The Vice-Moderator shall preside in the absence of the Moderator and perform duties of that office. If the office of Moderator becomes vacant between elections she shall complete the Moderator's term.

- Sec. 4 The Secretary shall maintain and preserve accurate records of meetings of CT. She shall have duties as delegated by the Moderator or the CT. She shall attend to such matters as correspondence as may be delegated to her by the Moderator or the CT. She shall assume duties of the Moderator in the absence of the Moderator and Vice-Moderator.
- Sec. 5 The Treasurer shall receive and disburse PW funds as directed, shall keep an accurate record of all financial transactions of the PWC and shall decide ways to encourage and receive pledges from members. She shall submit regular reports in writing to the CT; shall submit financial records at the end of her term for test of accounting records.  
Assistant Treasurer shall assist Treasurer at her request.
- Sec. 6 The immediate past Moderator shall be Advisor to the Moderator and CT.
- Sec. 7 The Historian shall maintain and preserve historical records of PW and prepare an annual historical report of PW for the designated calendar year. She shall chair the Life Membership Committee (includes Moderator and Treasurer) to select candidates for Honorary Life Membership based on nominations by PW members. She shall present the Life Memberships at the May gathering.
- Sec. 8 The Search Committee Chairperson and her committee shall select nominees for presentation to the CT and PWC at the May meeting and for election at that time. The Search Committee shall consist of a Chairperson appointed by the PW Moderator and one member from each circle to be appointed by each Circle Moderator.
- Sec. 9 The Clothes Closet Chairperson shall seek and maintain clothing donations and ready them for distribution to appropriate recipients. She shall be assisted by members of her Committee in maintaining the Closet and distributing clothes.
- Sec. 10 The Finance Committee shall be chaired by the Treasurer and be comprised of the Moderator, Advisor, Assistant Treasurer, and immediate past Treasurer. The Treasurer shall work with her Committee to develop the budget for the next year and present it at the May meeting for approval.
- Sec. 11 The Leadership and Resource Chairperson shall order study guides in the summer prior to the start of the new PWC year. She shall offer them for purchase at the August coffee and distribute remaining guides to Circle Moderators to offer for purchase at their first meetings.
- Sec. 12 The Mission in Service, Peace, and Justice Chairperson shall bring information to the CT meetings regarding global missions and international issues of peace and justice for women. She shall encourage each Circle to stay in contact with and to pray for its assigned missionaries. She shall encourage support of the PWC annual budget benevolences to include the Fellowship of the Least Coin, Thank Offering, and Birthday Offering.

- Sec. 13 The Social Service Chairperson shall coordinate PWC Social Service activities. She shall assist Circle Social Service chairs and report on their activities to the CT. She shall plan and execute the Jesus' Friends Christmas Party and request individuals from each Circle to assist at the party.
- Sec. 14 The Spiritual Nurture Chairperson shall provide devotions at the beginning of each CT meeting or as the Moderator directs. She shall arrange the scheduling of Bible study review for the Bible Moderators with the ministers and furnish a copy of the schedule to each.
- Sec. 15 The Together in Service Chairperson shall bring information to the CT meetings concerning Presbytery missions such as Mission Haven and Morgan Scott and the church's missions in the community as supported by PWC's annual budget. She shall attend the Church Women United meetings and report significant information to the CT.
- Sec. 16 The Communications Chairperson shall oversee the PW portion of the church website, keep membership records current, update and maintain the PW yearbook and coordinate the printing and distribution of information as required.
- Sec. 17 The Women's Retreat Chairperson shall plan and execute the annual women's retreat beginning immediately following the end of the current one.
- Sec. 18 The Circle Moderator is the key woman between the CT and the Circle. She, or her representative, shall attend all CT Meetings. She presides at Circle meetings and shall appoint Circle members to Circle responsibilities. She communicates significant information from the CT meetings to her Circle.
- Sec. 19 The Circle Moderator shall be supported by Circle officers with the following responsibilities: The Circle Vice Moderator shall assist the Circle Moderator as needed and shall, in the absence of the Circle Moderator, preside and otherwise assume the duties of that office. She shall be responsible for welcoming new members into the Circle. The Circle Treasurer shall collect any monies collected from Circle members to include, but not limited to, annual pledges, monthly contributions to The Fellowship of the Least Coin, the Thank Offering, and the study guide costs. She shall complete a monthly Pledge Report and submit along with any monies collected to the PWC Treasurer in a timely manner. The Circle Social Services person shall organize the Circle's Social Service project and report to the Circle and the PWC the progress and completion of the project. She shall also coordinate the Circle's support of the annual Jesus' Friends Christmas party and any other social service requests from the PWC Social Service Chairperson.

- Sec. 20        The duties of the tester of accounting records are to check over the records and accounting system at the end of the treasurer's term and make recommendations as appropriate.
- Sec. 21        Each officer and committee chairperson shall give complete records to their successor, with adequate explanations.

## ARTICLE VIII

### AUTHORITY

Robert's Rules of Order shall be parliamentary authority in all cases not covered by these Bylaws.

## ARTICLE IX

### AMENDMENTS

These Bylaws may be amended at any regular meeting of the CT by two-thirds vote of the members present, providing the proposed amendment has been submitted to the CT at a previous meeting. They may also be amended by a three-fourths vote without prior notice.