

PRESBYTERIAN WOMEN OF HITCHCOCK CHURCH BYLAWS

Amended June 2011

ARTICLE I – NAME:

The name of this organization shall be **Presbyterian Women of Hitchcock Church**. From this point in the Bylaws, Presbyterian Women of Hitchcock Church shall be referred to as **PW**.

ARTICLE II – PURPOSE:

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 worldwide
- To work for justice and peace
- 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 – AFFILIATION:

PW is a part of Presbyterian Women in the Hudson River Presbytery.

ARTICLE IV – MEMBERSHIP:

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

ARTICLE V – MEETINGS:

- Section A. Tuesday shall be the usual day for PW functions. There shall be a minimum of one PW business meeting each year.
- Section B. The quorum of a business meeting is the number present at the time, as they constitute the membership of that time, as stated in "Robert's Rules of Order, Newly Revised."

ARTICLE VI – COORDINATING TEAM ELECTION, TERM OF OFFICE AND DUTIES:

- Section A. The leaders shall form a Coordinating Team for conducting the business of PW.
- Section B. The PW Nominating Committee shall present to the members of PW the names of women to be elected to the Coordinating Team. The Moderator(s) and Treasurer must be members of Hitchcock Presbyterian Church.
- Section C. The term of office for the Moderator (Co-Moderators) shall be for two years, and the option to renew limited to a second two-year term. Unless otherwise stipulated, the term of office for other offices shall be for two years, renewable for consecutive two-year terms.
- Section D. The leaders of PW of Hitchcock Church carry out the following duties:

➤ **Moderator or Co-Moderators**

The Moderator or Co-Moderators shall preside at all meetings of the Coordinating Team and at all gatherings of PW; she shall receive communications on behalf of the organization; and shall be the direct link to PW in the Presbytery. The Moderator or Co-Moderators shall appoint special committees and chairs when necessary. The Moderator (or one of the Co-Moderators) shall be a member of the Budget Committee, and may be ex-officio member of all other committees. The Moderator (or one of the Co-Moderators) may attend Session meetings, without a vote as a liaison between PW and Session, providing written reports to the Clerk of Session when deemed appropriate.

➤ **Benevolence Chair**

The Benevolence Chair shall be responsible for the interpretation and stewardship of PW financial resources. She shall identify the primary concerns of PW and educate PW members. She shall be a member of the Budget Committee and shall coordinate the allocation of PW benevolence funds. She will communicate with the Hitchcock Church Mission Committee.

➤ **Studies Chair**

The Studies Chair shall provide a variety of study opportunities to PW members in order to promote growth in Christian faith and understanding. She shall research and select the Bible study for PW.

➤ **Recording Secretary**

The Recording Secretary shall keep full and accurate records of PW Coordinating Team meetings.

➤ **Treasurer**

The Treasurer shall be responsible for the giving and receiving of PW monies, keeping accurate financial records and preparing monthly and annual financial statements. The Treasurer shall be chair of the Budget Committee and will coordinate the acknowledgement of contributions to PW.

➤ **Thrift Chair (Co-Chairs)**

The Thrift Chair (Co-Chairs) shall be responsible for PW's participation in The Thrift Shop of White Plains, Inc. and for the ongoing Thrift operations at Hitchcock Church. The Chair (Co-Chairs) shall select the Thrift Shop Committee and the Chair (Co-Chairs) shall be a member of the Budget Committee.

➤ **Publicity Chair**

The Publicity Chair will publicize the work and meetings of PW. She will also arrange to have pictures of PW events taken for use in publicizing PW.

➤ **Corresponding Secretary**

The Corresponding Secretary shall write notes to members of PW and the church family on occasions when PW wishes to express condolences, encouragement, gratitude and congratulations. She shall seek direction from the PW Coordinating Team, the church office and PW membership, and shall keep the Team informed of events in the lives of the Hitchcock Church family.

➤ **Interfaith Council Liaison**

The Interfaith Liaison shall be responsible for communication between the Interfaith Council and the Coordinating Team of PW. She shall attend meetings of the Interfaith Council and shall be responsible for carrying out the interfaith obligations of PW, and hosting interfaith programs at Hitchcock Church periodically.

➤ **Living in American Liaison (LIA)**

She shall provide information about PW activities and encourage participation of LIA members. She also oversees LIA-PW Advent program

➤ **Soup Kitchen Chair (Co-Chairs)**

The Soup Kitchen Chair(s) shall coordinate PW's participation in the Soup Kitchen at Grace Church in White Plains. This may include ordering supplies, recruiting volunteers, supervising food preparation and delivering the food to the Soup Kitchen.

➤ **Fellowship Chair (Co-Chairs)**

The Fellowship Chair(s) will coordinate breakfasts, dinners and any other social activities that PW may deem appropriate.

➤ **Retreat Chair (Co-Chairs)**

The Retreat Chair(s) shall be responsible for coordinating the planning and execution of retreats sponsored by PW for women. This may include securing a venue, selecting a program, speaker or retreat leader, planning the food, and collecting any appropriate fee.

ARTICLE VII –THE COORDINATING TEAM

- Section A. The Coordinating Team of PW shall consist of the elected officers. Other members of church committees or groups may be asked to serve as liaisons in the Coordinating Team at the invitation of the Moderator.
- Section B. The Coordinating Team shall:
 1. Conduct an annual review and evaluation based on goals of the year just completed.
 2. Set goals and objectives for the new program year.
 3. Discover and utilize the gifts of members.
 4. Be responsible for an ongoing educational program for women based on their spiritual needs.
 5. Provide an opportunity to support the mission of the PC (USA) through giving, education, global awareness and other means.
 6. Be responsible for the preparation of an annual budget and authorization of expenditures.
 7. Maintain accountability to, and relationship with, the Session through an annual report, which includes a financial report.
 8. Maintain relationship with PW in the Hudson River Presbytery and facilitate communication of information and resources between PW at all levels and the wider church.
 9. Maintain relationships with Church Women United, Interfaith Council, and other ecumenical groups in the community, as appropriate.
- Section C. A quorum shall be constituted by the presence of one more than half of the total number of the Coordinating Team members.

Article VIII. Nominating Committee

- Section A. The Nominating Committee shall consist of three members each serving a two-year term without re-election. The committee shall appoint the chair and shall function the entire year.
- Section B. By May, the Nominating Committee shall publish a slate of names for elected officers of the Coordinating Team of PW and for the new members of the Nominating Committee. Additional nominations for candidates may be made from the floor at the business meeting provided prior consent from the nominee has been obtained. Voting and recognition shall take place at the business meeting.
- Section C. The Nominating Committee shall fill vacancies for unexpired terms occurring among elected officers of the Nominating Committee. The position vacated by a Nominating Committee member who resigns after serving at least one and one-half years may be left open for the remainder of the term at the discretion of the Nominating Committee.

Article X – Budget Committee

The Budget Committee shall consist of the Treasurer, Benevolence Chair, Thrift Chair and Moderator. The Benevolence Chair will bring recommendations for grants/mission giving to the PW Coordinating Team for final review and approval.

Article XI – Finance

- Section A. PW shall seek an annual pledge and/or contribution from its members and from the congregation for support of PW programs.
- Section B. The fiscal year shall be from July 1 to June 30 conforming to the term served by PW officers. An audit shall be made as soon as possible after the end of the fiscal year. The annual financial statement shall be made available to the membership early in the fall.
- Section C. After the payment of Thrift Shop operations' expenses and the related sales tax, the annual net income realized from The Thrift Shop of White Plains, Inc. and Thrift Shop at Hitchcock Church will be distributed as follows: 1) Direct 80% toward benevolent giving, both domestic and international, primarily to programs impacting women and children; 2) Give 10% to support Hitchcock Church annually; and 3) Budget the remaining 10% for PW program activities, as needed.
- Section D. PW shall also support the operating budget of PW in the Presbytery and Synod by sending an annual contribution to the Treasurer of PW in the Presbytery.

Article XII – Amendments

These Bylaws may be amended at any business meeting of PW by a two-thirds vote of those present, providing notice of the proposed amendment has been made available to the PW Coordinating Team and to the membership at least one month in advance.

Article XIII – Authority

“Robert’s Rules of Order, Newly Revised” shall govern PW in all cases to which they are applicable and in which they are not inconsistent with these bylaws and the Constitution of the PC(USA).

END