

# **PRESBYTERIAN WOMEN FIRST PRESBYTERIAN CHURCH**

## **PRESBYTERY OF THE JAMES SYNOD OF THE MID-ATLANTIC PRESBYTERIAN CHURCH (USA)**

### **ARTICLE I NAME**

This organization shall be known as Presbyterian Women, First Presbyterian Church, Richmond, Virginia, Presbytery of the James, Synod of the Mid-Atlantic, Church (USA).

### **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 for 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 MEMBERSHIP**

Section 1. The membership of Presbyterian Women, First Presbyterian Church, Richmond, Virginia, shall be the adult female membership of the church.

Section 2. An Honorary Life Membership may be given to individuals in recognition of distinguished Christian service.

Section 3. The membership of Presbyterian Women shall be organized as Circles.

### **ARTICLE IV OFFICERS**

The elected officers of Presbyterian Women, First Presbyterian Church, Richmond, Virginia, shall constitute the leadership of the organization.

**ARTICLE V  
NOMINATION, ELECTION, AND TERM OF OFFICE**

Section 1. The Nominating Committee will be responsible for selecting the persons to be nominated. The Nominating Committee shall be composed of the Nominating Committee Chair, the second year Hospitality Chair, the immediate past Moderator, and the Membership Chair. The committee may invite up to two members at large to join the committee if they choose.

Section 2. The Chair of the Nominating Committee will present the slate to the Coordinating Council at their March meeting and to the membership in the Spring. She will also share the slate with the Senior Pastor and the Session.

Section 3. The election shall be held prior to Annual Day. After nominations from the floor (if any), the election shall proceed. A majority of votes shall constitute an election.

Section 4. Where there is one candidate for a given office, the election may proceed by acclamation.

Section 5. The officers shall be divided into two groups and are elected in alternate years, beginning with 2026.

To be elected for 2026-2028 (and in subsequent even years)

- Moderator
- Membership Chair
- Corresponding Secretary
- Faith in Action Chair
- Nominating Chair
- Hospitality 2
- Finance Chair

To be elected for 2027-2029 (and in subsequent odd years)

- Moderator -Elect
- Program Chair
- Circle Coordinating Chair
- Recording Secretary
- Historian
- Hospitality 1
- Treasurer

Section 6. Terms of office for each Officer shall be two years except the Moderator-Elect who shall serve for one year.

Section 7. Officers shall be installed for each term of office at the Annual Meeting and shall assume office at the close of said meeting.

Section 8. The Nominating Committee shall fill all officer vacancies that may occur throughout the year, unless a position has succession directions specified in these bylaws.

## **ARTICLE VI DUTIES OF OFFICERS**

Section 1. **THE MODERATOR.** The Moderator shall preside at all meetings of Presbyterian Women, the Coordinating Council and any meeting that she may call. She shall appoint such committees as needed, present a report of the work of the year (except finances) at the Annual Meeting and report to the Moderator of Presbyterian Women in the Presbytery in accordance with her request. She may be an ex- officio member of all Circles, and of any committees except the Nominating Committee. The Moderator, as Chair of the Coordinating Council, shall present matters of importance to Presbyterian Women.

Section 2. **THE MODERATOR-ELECT.** The Moderator-Elect shall attend meetings with the Moderator and make a thorough study of the duties of the office of Moderator. She shall serve a term of one year. At the end of the one-year term, she shall serve a term of two years as Moderator. In the event of a vacancy of the Moderator she shall succeed at once to the office of Moderator and serve until the next election.

Section 3. **THE MEMBERSHIP CHAIR.** The Membership Chair shall, in the absence of the Moderator and Moderator-Elect perform all the duties of Moderator. In this event she shall succeed at once to the office of Moderator and shall serve until the next election. She shall prepare the Presbyterian Women Yearbook for publication. She shall assist new members in joining a circle. She shall keep records of changes in Circle membership and communicate changes to Council members each month. The Membership Chair is responsible for the oversight of all social media, included but not limited to use of the PW Facebook site and Instagram. She shall serve on the Nominating Committee.

Section 4. **THE PROGRAM CHAIR.** The Program Chair shall, in the absence of the Moderator, Moderator Elect and the Membership Chair, perform all the duties of the office of Moderator. In case of a vacancy in the office of Moderator, Moderator Elect and Membership Chair, she shall succeed at once to the office of Moderator until the next election. She shall be Chair of Program Committee for Presbyterian Women. She shall coordinate all program details with the assigned monthly program host and head table arrangements with the Moderator. She shall share program information with the Church Public Relations person for churchwide publication.

Section 5. **THE CIRCLE COORDINATING CHAIR.** The Circle Coordinating Chair shall secure Circle Leaders and Bible Study Leaders for all circles before the Annual Meeting and shall be responsible for filling any vacancies that may occur in circle leadership. She will order and distribute the Presbyterian Women Bible study literature, collect payments, and submit them to the Treasurer. The Circle Coordinating Chair shall assist the Moderator in coordinating and planning circle leadership training, including updating circle notebooks and manuals. She shall collect Circle meeting information at Council and share it with the Church Public Relations person for publication in the bulletin and on the website. She shall serve on the Program Committee.

Section 6. **THE RECORDING SECRETARY.** The Recording Secretary shall keep minutes of the meetings of the Coordinating Council. She shall send copies of the minutes of the Council meetings to the Moderator in a timely manner. She shall be custodian of all records of the organization. She shall serve on the Program Committee.

Section 7. THE CORRESPONDING SECRETARY. The Corresponding Secretary shall handle all general correspondence, read letters received by the Council and keep a correspondence file.

Section 8. THE HOSPITALITY CHAIRS. The Hospitality Chairs are responsible for coordinating with the caterers for menus, dates and attendee counts. They are responsible for room set up and communicating with the circles for flower arrangements. The Hospitality Chair will serve on the Program Committee, and the Co-Chair will serve on the Nominating Committee. They shall have a committee of Merry Marthas.

Section 9. THE TREASURER. The Treasurer shall receive and record all money of Presbyterian Women. She shall work with the church treasurer regarding bill payment and fund disbursement. She shall remit benevolences to the Treasurer of the Church. She shall prepare financial statements for distribution to each member of the Coordinating Council at each monthly meeting. She shall provide any financial information requested by the Session. She shall serve on the Finance Committee

Section 10. THE FINANCE CHAIR. The Finance Chair shall collaborate closely with the Treasurer in the preparation of a proposed budget, which is to be submitted to the Coordinating Council for approval. She is responsible for reviewing the organization's expenses at least twice each year to ensure that all expenditures align with the approved budget. This oversight helps maintain financial accountability and supports the organization's fiscal planning.

Section 11. THE HISTORIAN. The Historian shall record and preserve information pertaining to Presbyterian Women including names of Pastors, Presbyterian Women leaders, membership losses by death or by removal, details of meetings, activities, service projects, benevolences and other information and records of interest. The Historian shall compile records and store information in an orderly, concise, and permanent form. She shall submit a summary of each calendar year to Presbyterian Women, Presbytery of the James. She shall serve on the Program Committee.

Section 12. THE FAITH IN ACTION CHAIR. The Faith in Action Chair shall be responsible for giving the opening devotion at the September Council meeting and preparing a sign-up schedule for other Council members to rotate this duty at the subsequent meetings. She shall work closely with the Moderator and church leadership to identify and plan opportunities for members to be involved in the community in meaningful ways. The community focus may change over time to align with the church's mission.

Section 13. THE NOMINATING CHAIR. The Nominating Chair shall be Chair of the Nominating Committee for Presbyterian Women. She shall coordinate the actions of the Committee as they strategize a procedure for nominations and filling vacancies. She shall follow the nomination and election guidelines as stated in Article V of these Bylaws. She shall serve on the Finance Committee.

**ARTICLE VII  
THE CIRCLE LEADERS**

Section 1. The Circle Leaders shall be installed at the Annual Meeting and assume office at the close of said meeting.

Section 2. Each Circle Leader shall serve a two-year term.

Section 3. At least one representative from each circle shall attend each Coordinating Council meeting.

Section 4. The Circle Leaders shall work with the Circle Coordinating Chair and with all the officers to continually strengthen the Circle.

Section 5. The Circle Leaders shall work with all the members in the circle to make the Circle a spiritual support for all members and a continuing witness to Christian faith.

Section 6. The Circle Leaders shall study and be guided by the Bylaws of Presbyterian Women; in particular the Stated Purpose of Presbyterian Women. The Circle Leaders shall also consult with the Circle Coordinator for needed support.

**ARTICLE VIII  
THE COORDINATING COUNCIL**

Section 1. The Officers, the Circle Leaders, the Chair of all Standing Committees, and Chair of ad hoc committees, which may be appointed by the Moderator, shall constitute the Coordinating Council.

Section 2. The Coordinating Council shall have regular meetings. Other meetings may be held as called by the Moderator.

Section 3. EXECUTIVE COMMITTEE. The Moderator, Membership Chair, Program Chair, Circle Coordinating Chair, Recording Secretary, and Treasurer shall constitute an Executive Committee. The executive committee shall address urgent matters in the interim of meetings and report to the Council the action taken.

**ARTICLE IX  
THE PROGRAM COMMITTEE**

Section 1. The Program Chair shall work with the Program Committee members in a shared responsibility for all monthly programs.

Section 2. The Program Committee shall be composed of the Moderator, the Historian, the Circle Coordinating Chair, the Recording Secretary, and two members at large.

**ARTICLE X  
THE FINANCE COMMITTEE**

Section 1. The Finance Committee shall be composed of the Finance Chair, the Treasurer, and the Nominating Chair. The Moderator serves ex-officio.

Section 2. The Finance Committee shall solicit budget requests from the officers and standing committees. They shall prepare a tentative budget to present to the Coordinating Council at the May meeting.

Section 3. Upon approval by the Council, and no later than August 31<sup>st</sup>, the Finance Committee will submit this budget to Adult Ministries.

Section 4. Upon Adult Ministries' confirmation of the funding for Presbyterian Women, either adjustments will be made to the budget, or it will be shared with the membership.

Section 5. Any adjustments will first require the approval of the Council.

Section 6. An annual review shall be done by the Finance Committee during the summer or early fall to monitor Presbyterian Women's expenditures.

**ARTICLE XI  
CIRCLES**

Section 1. The membership of Presbyterian Women shall be organized as Circles. Each Circle shall be designated by a number.

Section 2. There shall be Co-Leaders for each Circle. There shall be any other chairs as necessary to further the work of the Circle, usually including a Treasurer with responsibility for collecting benevolence and a Project Chair.

Section 3. The Co-Leaders shall perform all the responsibilities and duties of the leadership of the Circle. The Circle Leaders shall work together to facilitate a meaningful and relevant experience of fellowship, study and service for members.

Section 4. Circles shall be self-determining groups within Presbyterian Women and shall be subject to the bylaws and stated purpose of Presbyterian Women.

Section 5. Members may visit or join any circle. Members may change circle membership.

Section 6. The Circle Treasurer shall remit all funds and reports to the Presbyterian Women Treasurer including any benevolences collected by the circle.

## **ARTICLE XII MEETINGS**

Section 1. An Annual Meeting of Presbyterian Women shall be held. All meetings shall be scheduled by the Coordinating Council.

Section 2. Regular meetings of the Coordinating Council shall precede monthly Circle meetings and General Meetings.

Section 3. Special meetings of Presbyterian Women and the Coordinating Council shall be held as called by the Moderator, or upon written request of five members, due notice having been given. These meetings may be held electronically.

## **ARTICLE XIII QUORUM**

Section 1. Five percent of the organization shall constitute a quorum for business sessions of Presbyterian Women provided there are two officers, two committee chairs, and a majority of circle leaders present.

Section 2. A majority of elected Officers shall constitute a quorum for the Coordinating Council.

Section 3. Five members of a Circle, including one Circle officer, shall constitute a Circle quorum.

## **ARTICLE XIV PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Revised, is used by The General Assembly of our Church and by Presbyterian Women.

## **ARTICLE XV AMENDMENTS**

Section 1. These Bylaws may be amended at any regular meeting of Presbyterian Women by a two-thirds vote of those present and voting, provided notice of the proposed amendment has been given at a previous regular meeting.

Section 2. All such proposed amendments shall be in writing to Presbyterian Women, to the Senior Pastor, and to the Clerk of the Session by two members of a revision committee. They shall also be shared electronically.

Section 3. The Bylaws of Presbyterian Women shall be reviewed every six years. The six-year period is to correspond with the terms of office of three successive Moderators of Presbyterian Women.

Section 4. The Moderator of Presbyterian Women shall appoint a Revision Committee. The Moderator shall serve as ex-officio member of the Bylaw Revision Committee.

Reviewed and revised as per our bylaws on 4/2026

Reviewed and revised as per our bylaws on 4/2/2019

Article X , Section 5, 6 & 7 amended 1/7/2020