

Constitution and Bylaws
Of the
First Presbyterian Women's Ministries
Of the
Associate Reformed Presbyterian Church
Adopted August 19, 2006
(revised 2011, 2013)

Constitution

ARTICLE I - Name:

This organization shall be known as the First Presbyterian Women's Ministries of the Associate Reformed Presbyterian Church.

ARTICLE II - PURPOSE:

The purpose of this organization shall be to enlarge and strengthen the work of the local Women's Ministries by;

1. Uniting all women in Christian fellowship and service
2. Providing means by which women may come to know Christ more fully, and how to apply His teachings to all areas of life
3. Promoting the spiritual, educational, social, and financial growth of the church
4. Increasing knowledge of and participation in community outreach and world-wide Christian missions

ARTICLE III- Membership:

The membership of this organization shall consist of the Women's Ministries of the churches of First Presbyterian.

ARTICLE IV - Officers:

The officers of this organization shall be:

- A. General Officers: President; Vice-president; Secretary; Treasurer; Past President.
- B. Ministry Chairmen: Ministry leaders as needed to carry out the work.

ARTICLE V - Meetings:

This organization shall meet annually for installation of officers, inspiration, business and training.

ARTICLE VI - Amendments:

The constitution may be amended at the annual meeting of First Presbyterian by two-thirds vote of those present and voting, provided notice of proposed amendments has been submitted in writing to the First Presbyterian Executive Board prior to the spring meeting of the Executive Board.

BYLAWS

ARTICLE I - Quorum:

Section 1. A quorum shall consist of the number equivalent to the number of local Women's Ministries.

Section 2. A simple majority shall constitute a quorum of the Executive Board.

ARTICLE II - Amendments:

The bylaws may be amended at the annual meeting of First Presbyterian by two-thirds vote of those present and voting provided notice of proposed amendments has been submitted in writing to the First Presbyterian Executive Board prior to the spring Executive Board meeting.

ARTICLE III - Representation:

The voting body of this organization shall consist of:

1. All officers as listed in Article IV of the Constitution
2. Chairmen of Standing Committees
3. Past Presidents of First Presbyterian
4. ARP Women's Ministries Board members who are members of First Presbyterian
5. The President of the local church women's organization - Alternate: her Vice President
6. The Treasurer of the local church women's organization - Alternate: a board member in her local church women's organization
7. Two representatives from each local church women's organization.

The privilege of voting is restricted to the voting membership,

ARTICLE IV - Nominations, Elections, Term of Office:

Section 1. A Nominating Committee consisting of three members, no one of whom shall be a member of the Executive Board shall be approved by the Executive Board and shall be announced at the following Presbyterian meeting. The Nominating Committee shall present a slate of officers at the next annual meeting.

Section 2. It is highly recommended that nominees for Vice-president shall have previously served as a voting member of the First Presbyterian Board.

Section 3. After the Nominating Committee presents a slate of officers and nominations from the floor are called for, the election shall proceed by written ballot if there is more than one nominee for an office, otherwise by acclamation. A majority of votes cast constitutes an election.

Section 4. The Nominating Committee shall nominate replacements when vacancies occur on the Executive Board. The Executive Board will elect replacements.

Section 5. Officers appointed to fill vacancies shall serve to the end of the unexpired term and may be re-elected for a two-year term.

Section 6. No member shall hold more than one office in the Presbyterian at the same time.

Section 7. The Vice-president shall serve the following years consecutively; one year as Vice-president, one year as President, one year as Past President. All other officers shall serve a two-year term with the exception of the Secretary who shall serve a one-year term.

Section 8. No officer may succeed herself with the exception of the Treasurer and Historian .

Section 9. Newly elected officers shall assume their offices on January 1 of the year following their election.

ARTICLE V - Duties of Officers:

Section 1. The President shall preside at all meetings of First Presbyterial. She shall call any special meetings, all Executive Committee meetings and appoint any special committee not provided for in the constitution. She shall be ex-officio member of every committee with the exception of the Nominating Committee.

Section 2. The Vice-president, in the absence of the President, shall assume her duties. In case of the Vice-president's inability to serve, the officers shall serve in the order named in Article IV of the Constitution. The Vice-president shall serve as chairman of the Program Committee.

Section 3. The Past President shall serve as chairman of the Constitution and Bylaws committee.

Section 4. The Secretary shall keep in permanent form accurate records of all meetings of the Executive Board; send minutes of board meetings to all board members; and send to the Women's Ministries Board Secretary minutes of the annual Presbyterial meeting. She shall attend to the general correspondence and reside in the same locality as the President if possible.

Section 5. The Treasurer shall receive and disburse all funds of First Presbyterial, keep accurate account of all receipts and disbursements and present a written report at the annual meeting. The annual report accompanied by an auditor's report shall be given to each local Treasurer. She shall be authorized to rent a safety deposit box if needed and distribute approved operating expenses.

ARTICLE VI - Duties of Ministry Chairmen:

Section 1. All ministry chairmen are encouraged to attend the annual meeting of ARP Women's Ministries.

Section 2. The Spiritual Life Chairman shall strive to advance the spiritual growth of the women through Bible study, prayer, observance of the Lord's Day, family worship and regular church attendance. She shall seek to lead the women to a better understanding of total "stewardship", encouraging them to be faithful stewards of time, talents, and possessions.

Section 3. The Missions and Outreach Chairman shall keep all churches informed about missionaries, church planting efforts, Jubilee Birthday, community opportunities for ministry and all programs and offerings that support this work. She shall serve on First Presbytery's Committee of Outreach North America.

Section 4. The Historian shall write an annual history of the outstanding events of First Presbyterial and shall send it to the Women's Ministry Board. She shall encourage churches to send news items to the *ARP Magazine*. The Historian is responsible for the Memorial Service at the annual meeting of First Presbyterial.

ARTICLE VII - General Duties of Officers:

Section 1. Each Presbyterial Ministry Chairman shall keep the local churches fully informed of the work of her department.

Section 2. All Executive Board members shall prepare a written report of their work for each board meeting.

ARTICLE VIII - Executive Board:

Section 1. The Executive Board shall be composed of the officers listed in the Constitution, Article IV.

Section 2. The President, Vice-president, Past President, Secretary, and Treasurer shall constitute a committee with the power to transact any necessary business in the interim of meetings.

ARTICLE IX - Moneys:

Section 1. The moneys handled by First Presbyterial shall be all budgeted and special offerings of the ARP Women's Ministries, Contingent Fund, and special voluntary causes sponsored by First Presbyterial Women's Ministries.

Section 2. Each local church women's organization shall contribute annually its pro rata share to a Contingent Fund, the amount of which is to be decided upon and recommended by the Executive Board of First Presbyterial.

Section 3. The treasurer shall pay from the Contingent Fund the expenses of First Presbyterial Women's Ministries for printing, stationery, postage, telephone, travel and other incidentals. She shall pay the expenses of the President to attend all meetings of the Women's Ministries Board, the annual meeting of ARP Women's Ministries, and the Family Bible Conference. She shall pay at the same rate as Synod for the traveling expenses of the President, the Treasurer, and the four delegates from First Presbyterial to the annual meeting of ARP Women's Ministries. It is expected that economical travel arrangements will be made and that group travel will be worked out when possible.

ARTICLE X - Committees:

Section 1. There shall be the following standing committees. They shall be appointed by the President and shall consist of three members unless otherwise stated.

- a) The Nominating Committee - See Bylaws, Article IV, Section 1.
- b) The Program Committee - It shall plan and have a printed program. for the annual Presbyterial Meeting.
- c) The Committee on Constitution and Bylaws - It shall receive, consider, and report suggested changes in the Constitution and Bylaws to the Executive Board and then to the Presidents of local church women's organization. It shall incorporate same, if adopted, into their rightful places.
- d) The Finance Committee - It shall be composed of the Presbyterial Treasurer as Chairman, the President, and two other members appointed by the President. This Committee shall have full power to apportion the Presbyterial budget.

ARTICLE XI - Amendments

These Bylaws may be amended at the meeting of First Presbyterial by a two-thirds vote of the members, a quorum being present.

ARTICLE XII - Parliamentary Authority:

The Robert's Rules of Order. New Revised shall be the guide to parliamentary procedure for First Presbyterial.

STANDING RULES OF FIRST PRESBYTERIAL

- I. Delegates to the annual meeting of ARP Women's Ministries are President, Treasurer, and four delegates. One delegate is to be selected from the Executive Board and the other three are to come from churches as they appear in alphabetical order. If circumstances prevent the attendance of any delegate, the President has the authority to appoint a delegate.
- II. The Presbyterial offering shall be applied to the Contingent Fund.
- III. Each local church shall write an annual history on acid free paper and mail two copies to the Presbyterial Historian.