

Second Presbyterian Church  
WOMEN IN THE CHURCH

**CONSTITUTION**

ARTICLE I

**NAME**

This organization shall be known as the Women In the Church (WIC) of the Second Presbyterian Church (the “Church”), Calvary Presbytery of the Presbyterian Church in America.

ARTICLE II

**PURPOSE**

The purpose of the organization of the Women in the Presbyterian Church in America is to encourage each woman to know Christ personally and to know Him through prayer, Bible study and service, so that she may serve Him faithfully, glorify and enjoy Him forever, thereby extending His kingdom in her life, home, church, community and throughout the world.

ARTICLE III

**MEMBERSHIP**

The membership of the Women In the Church shall consist of every woman member of the Church.

ARTICLE IV

**OFFICERS**

The Officers of the Woman in the Church shall be the following elected Administration Officers:

President

Vice President (one or more)

Secretary

Treasurer

Historian

President-Elect

Elected Committee Chairmen of the following Committees:

Co-Chairmen of Welcome and Hospitality

Christian Growth, Mission to the World, Evangelism Committee, Circle Chairmen.

These officers and chairman are the only voting members of the Administration Council.

#### ARTICLE V

### **GOVERNMENT**

The Women In the Church shall be under the authority of the Session of the Church.

#### ARTICLE VI

### **MEETINGS**

The number and time of meetings shall be determined by the WIC Administration Council.

#### ARTICLE VII

### **AMENDMENTS**

- A. This constitution may be amended at any General Meeting by a two-thirds (2/3) vote of those members present and voting, provided notice of the proposed amendment has been submitted at a previous General Meeting or a written notice in the Church newsletter has been given at least one month prior to the General Meeting when the voting takes place
- B. All such proposed amendments shall be submitted in writing signed by two members and approved by the Session.

Second Presbyterian Church  
WOMEN IN THE CHURCH

**BYLAWS**

ARTICLE I

**MEMBERSHIP**

- I. The membership of the Women In the Church shall consist of every woman member of the Church, based on the Church's official records.
- II. Women of the community who share in the activities of the Women In the Church may become members of the local organizations but may not be elected or appointed to any office.

ARTICLE II

**NOMINATIONS, ELECTIONS, AND TERM OF OFFICE**

- I. The President shall, following the solicitation of names from the Administration Officers, appoint a Nominating Committee comprised of a chairman and four other women who shall be responsible for selecting the persons to be nominated for offices in the Women In the Church.
- II. The Nominating Committee shall present the names of proposed officers to the Session for approval before the women are approached.
- III. The names of candidates nominated from the floor must have prior Session approval and the candidate must have given her consent.
- IV. The names shall be presented to the Women In the Church in writing one month prior to election, which shall take place at the annual meeting. After receiving nominations from the floor (if there are any), the election shall proceed by ballot, except as herein provided. A majority of the votes cast shall constitute an election.
- V. When there is but one candidate for the office the election may proceed by acclamation.
- VI. There shall be an annual election of officers. The officers shall be divided into two groups: Group I and Group II.

- VII. Officers in Groups I and II shall be elected in alternate years for a term of two years in any given office; provided however, the President-Elect shall serve only for a one-year term before succeeding to the office of President.

<b>Group I (Even Years)</b>	<b>Group II (Odd Years)</b>
President	President-Elect
Historian	Vice-President
Chairman of Christian Growth	Secretary
Treasurer	Chairman of Evangelism
Co-Chairman of Welcome and Hospitality	Chairman of Welcome and Hospitality
Mission to the World	Circle Chairman Four
Circle Chairman One	Circle Chairman Five
Circle Chairman Two	Circle Chairman Six
Circle Chairman Three	

- VIII. After the annual meeting, the officers elected shall attend the Administration Council meetings.
- IX. The officers shall be installed at such time as the Administration Council chooses. Officers shall assume office the first day of the month following elections. The retiring officer shall complete the business of the year and shall surrender to their successors essential books and papers pertaining to their respective offices.
- X. The Administration Council shall, with Session approval, fill vacancies occurring in offices.

### ARTICLE III

#### **ORGANIZATIONAL FEATURES**

The elected Administration officers, elected Committee chairmen and Circle chairmen shall constitute the Administration Council of Women In the Church.

### ARTICLE IV

#### **DUTIES OF OFFICERS**

##### **Administration Officers**

The primary responsibility of each officer is to plan with the Administration Council the program for the Women In the Church. Her special responsibility is described under the section dealing with her work. She should attend all WIC Administration Council meetings and special events.

- I. The President:
- a. Serve on the Church Administration Committee at the request of the Session.

- b. Preside at:
    - i. Women In the Church general meetings
    - ii. Administration Council meetings.
  - c. Call special meetings, if needed.
  - d. Appoint such chairmen or committees as needed.
  - e. Present a report of the work of the year (except finances) at the annual meeting.
  - f. Maintain contact with the pastor and the WIC Session representative so that the WIC activities may be coordinated with the overall plans and activities of the congregation.
  - g. Direct the secretary to prepare press and bulletin notices of meetings.
  - h. May be an ex-officio member of any committee except the Nominating Committee.
- II. The President-Elect shall:
- a. Study and learn the duties of the President during the year preceding her installation as President, at which time she shall automatically become President of the Women In the Church for two years.
  - b. Appoint the non-elected committee chairmen who may then begin their planning.
- III. The Vice-President shall:
- a. Serve on the Church Worship and Music Committee at the request of the Session.
  - b. Perform all the duties of the President's office in the President's absence, and upon the resignation of the President, shall become President and hold office through the unexpired term of the former President. She shall report at the annual meeting.
  - c. Work with the Circle chairmen, helping each Circle fulfill its purpose of being a sustaining Christian fellowship which provides opportunity for study grown and service.
  - d. Inform each new Church member of Circle Bible study opportunities and assist her in selecting a Circle.
  - e. Recommend changes in Circles whenever necessary.
  - f. Coordinate projects, activities and special events.
- IV. The Secretary shall:
- a. Record the minutes of the Administration Council.
  - b. Record the minutes of business meetings of the General Meeting, when held.
  - c. Assist the President in press and bulletin notice of meetings.
  - d. Attend to correspondence as directed by the President.
  - e. Fill out and mail annual reports as directed by the President.
  - f. Each year after the annual WIC meeting a, send complete roster of WIC officers with addresses and e-mail to the Advisory Sub-Committee, WIC of PCA, 1700 North Brown Road, Suite 102, Lawrenceville GA 30043 ([cdm@pcanet.org](mailto:cdm@pcanet.org)).
- V. The Treasurer shall:
- a. Serve on the Church Budget and Finance Committees at the request of the Session.

- b. Receive and record all the money of the WIC and arrange for the annual Church Treasurer review.
  - c. Pay bills and disburse as directed by the Administration Council.
  - d. Prepare monthly financial statements for the Administration Council and the General Meeting.
  - e. Provide the Clerk of the Session with a financial report at the time and in the form requested by him.
  - f. Reimburse WIC members and others for approved supplies and literature as directed by the Administration Council.
  - g. Submit proposed budget for approval to Administration Council for the upcoming year.
- VI. The Historian shall:
- a. Serve on the Church Media Committee at the request of the Session.
  - b. Compile and record the history of the Women In the Church annually.
  - c. Cooperate with Church Historian appointed by the Session to provide needed materials for the Historical Archives.
  - d. Submit history for display at the WIC annual meeting.

## ARTICLE V

### **ELECTED COMMITTEE CHAIRMEN**

The primary responsibility of each committee chairman is to plan with the Administration Council the program for the Women In the Church.

The Council should consult and work with the Session so that the total program and calendar of the Church will be coordinated. The special responsibilities of each chairman are described under the section dealing with her work.

- I. The Christian Growth Chairman shall:
- a. Serve on the Church Christian Education Committee at the request of the Session.
  - b. May select (if desired) one or more women to serve with her on the Christian Growth Committee.
  - c. Enlist Bible leaders for each Bible study Circle with her committee, the WIC President and Circle chairmen. She will present names to the Session for approval prior to presentation to the WIC council.
  - d. Select the Bible study material with the committee for the Circles, secure Session approval prior to presentation. She will present this selection to the Administration Council for approval for the following year's Bible study.
  - e. Encourage communication between the WIC and college students in Second Presbyterian Church.
  - f. Compile a list of names and addresses of Second Presbyterian Church members who are attending college. The list will be used to communicate with these students during the college term.

- g. Lead or provide leaders for a short devotional at each WIC Council meeting and at General Meetings as requested.
  - h. Organize Bible study groups at the Church or in neighborhoods in addition to Circles upon request of the Session and WIC Council.
- II. The Chairman of Mission to the World shall:
- a. Serve on the church Missions Committee at the request of the Session.
  - b. Send her name and address to MTW, 1600 North Brown Road Lawrenceville, GA 30043, and request to be placed on their mailing list. ([hello@mtw.org](mailto:hello@mtw.org))
  - c. Encourage the women to correspond with missionary families.
  - d. Stress the need for prayer for missions and publicize specific prayer requests.
- III. The Co-Chairman of the Welcome and Hospitality shall:
- a. Coordinate volunteers to greet visitors at designated entrances before worship services and Sunday school.
  - b. Prepare and distribute a monthly newsletter to all members of WIC.
  - c. Coordinate with staff and other ministries to ensure all visitors are contacted as directed by staff.
- IV. The Chairman of the Evangelism Committee shall:
- a. Serve on the Church evangelism Committee at the request of the session.
  - b. Obtain information and material concerning the work of the Evangelism Committee, provide this information to the Women in the Church, and encourage women to actively support and participate in the ministries of the committee.
  - c. Recruit volunteers to host both visitor and New Member's Class meals in homes or at the Church. These meals are distinct from the new members' class luncheon organized by the Church staff.
  - d. Stress the need for prayer for evangelism efforts, and publicize specific prayer requests.
- V. Each Chairman of a Circle shall:
- a. Be elected for a term of two years (See Bylaws, Article II, Section 7.)
  - b. Attend all meetings of WIC Council as a voting member.
  - c. Work closely with the Bible study leader in planning meetings to meet the needs of her group.
  - d. Report announcements and prayer requests from WIC Council to the Circle.
  - e. Work with the Vice-President in planning for and coordinating the work of the Circles and such as projects and special events.
  - f. Personally pray for and be in contact with each member in her Circle.
  - g. Seek to actively involve all Circle members in prayer, concern and care for one another.

## ARTICLE VI

### **CIRCLES**

- I. The membership of the Women In the Church shall be divided into Circles designated by a number.
- II. The Circles shall be designated as morning, afternoon or evening.
- III. A chairman shall be elected for each Circle. Each Circle shall have a co-chairman and a secretary/treasurer, appointed by the Circle Chairman, if needed.
- IV. Bible study leaders shall be appointed by the Chairman of the Christian Growth, the President, and the Circle Chairman for a term of one year. The Bible study leaders must be approved by the Session.
- V. The Co-chairman shall, in the absence of the Circle Chairman, perform all the duties of the office.
- VI. The chairman of the Circle shall preside at all Circle meetings. She shall work with the vice-President in planning for and coordinating the work of the Circles. Meetings shall consist of:
  - a. Prayer
  - b. Bible study
  - c. Fellowship
  - d. Giving (general, love, missionary projects)
  - e. Ministering to each other
  - f. Learning of opportunities to serve in the congregation or community
  - g. Announcements and information about WIC, congregational and denominational activities.

## ARTICLE VII

### **MEETINGS**

- I. General meetings for all the Women In the Church may be planned by the WIC council as desired. Special meetings of the WIC shall be held at call of the President, or upon written request of five members, due notice having been given.
- II. The purpose of such meetings shall be
  - a. To conduct business as necessary.
  - b. To promote a spirit of unity.
  - c. To provide fellowship, inspiration and information.
- III. An annual meeting shall include the election of officers, the report of the treasurer and the acceptance of annual reports either written or verbal.
- IV. The time, emphasis and program for such meetings shall be determined by the WIC council.



ARTICLE VIII

**PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order*, Revised Ed. 12 is used as a guide for procedure.

ARTICLE IX

**SUGGESTED ORDER OF BUSINESS**

(For business session or annual meeting)

- I. Call to order.
- II. Worship or prayer
- III. Approving of minutes
- IV. Reports of
  - a. Officers
  - b. Circles
  - c. Administration Council
  - d. Special Committees
- V. Unfinished business.
- VI. New business.
  - a. Election of officers (at annual meeting).
- VII. Adjournment.

ARTICLE X

**AMENDMENTS**

These Bylaws may be amended at any regular meeting of the Women In the Church by two-thirds vote of those present and voting, provided notice of the proposed amendment has been given at a previous General Meeting or written notice has been given at least one month prior to voting. All such proposed amendments shall be submitted in writing, signed by two members, and approved by the Session.