



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, 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 grow in 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 Women in the Church shall be the following elected Administrative Officers:

President
Vice-President (one or more)
Secretary
Treasurer
Historian
President-Elect
Elected Committee Chairmen:
 Christian Growth
 Mission to North America
 Mission to the World
 Circle Chairmen

These officers and chairmen are the only voting members of the Administrative 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 Administrative 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 bulletin 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 PREBYTERIAN 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 organization but may not be elected or appointed to any office.



ARTICLE II
NOMINATIONS, ELECTION,
AND TERM OF OFFICE

- I. The Administrative Council shall elect a Nominating Chairman and four other women who shall be responsible for selecting the persons to be nominated for office 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.

Group I

President
Historian
Chairman of Christian
Growth
Treasurer
Chairman of Mission to the
World
Circle Chairman One
Circle Chairman Two
Circle Chairman Three

Group II

President-Elect
Vice-President
Secretary
Chairman of Mission to
North America
Circle Chairman Four
Circle Chairman Five
Circle Chairman Six



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

ARTICLE III ORGANIZATIONAL FEATURES

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

ARTICLE IV DUTIES OF OFFICERS

Administrative Officers

The primary responsibility of each officer is to plan with the Administrative 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 Administrative Council meetings and special events.

- I. The President shall:
 - A. Serve on the Church Administrative Committee at the request of the Session.
 - B. Preside at
 - 1. Women In the Church general meetings
 - 2. Administrative 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 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, growth and service.
- D. Work with the circle chairmen to develop a WIC prayer chain.
- E. Inform each new church member of circle Bible study opportunities and assist her in selecting a circle.
- F. Recommend changes in circles whenever necessary.
- G. Coordinate projects, activities and special events.



IV. The Secretary shall:

- A. Record the minutes of the Administrative 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, send complete roster of WIC officers with addresses and e-mail to the Advisory Subcommittee, WIC of PCA, 1700 North Brown Road, Suite 102, Lawrenceville, GA 30043. (cdm@pcanet.org)
- G. Be responsible for the rose notification to new parents and placing a rose in the sanctuary on the appropriate Sunday.

V. The Treasurer shall:

- A. Serve on church Budget and Finance Committee at the request of the Session.
- B. Receive and record all money of the WIC and arrange for annual audit.
- C. Pay bills and disburse funds as directed by the Administrative Council.
- D. Prepare monthly financial statements for the Administrative 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. Order supplies and literature as directed by the Administrative Council.
- G. Submit a proposed budget for approval to Administrative Council for the upcoming year.



VI. The Historian shall:

- A. Serve on the church Media Committee at the request of Session.
- B. Compile and record the history of the Women In the Church annually.
- C. Cooperate with church Historians 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 Administrative 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 Administrative Council for approval for the following year's Bible study.
- E. Encourage communication between the WIC and college students in Second Presbyterian Church.



1. Compile a list of names and addresses of Second Presbyterian Church members who are attending college. This list will be divided among the circles and they are encouraged to communicate with these students during the college term.
 - F. Lead or provide leaders for a short devotional at each WIC Council meeting and at General Meetings as requested.
 - G. 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 North America shall:
- A. Serve on the church Missions Committee at the request of the Session.
 - B. Send her name and address to MNA, 1700 North Brown Road, Suite 101, Lawrenceville, GA 30043, with a request to be placed on the mailing list. (mna@pcanet.org)
 - C. Obtain information and material concerning the work of the Assembly's MNA committee and encourage the women to actively support the ministries of this committee.
 - D. Provide information to the WIC concerning opportunities to meet spiritual needs in the community.
 - E. Encourage the women to participate in the evangelism programs and outreach of our church.
- III. 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)
 - C. Encourage the women to correspond with missionary families.
 - D. Stress the need for prayer for missions and publicize specific prayer requests.



- IV. The 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 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 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 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 duties of that 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 gift, 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 QUORUM

- I. At the general meeting, two-thirds of members present shall constitute a quorum for business of the Women In the Church, provided there are seven administrative officers, with at least three of them being circle chairmen.
- II. At the administrative council meetings, seven administrative council officers shall constitute a quorum, with at least three of them being circle chairmen.
- III. At circle meetings, twenty percent of the membership of a circle, provided it includes one circle officer, shall constitute a circle quorum.

ARTICLE IX PARLIAMENTARY AUTHORITY

- I. *Robert's Rules of Order*, Revised, is used as a guide to procedure.

ARTICLE X SUGGESTED ORDER OF BUSINESS (For business session or annual meeting)

- I. Call to order.
- II. Worship service or prayer.
- III. Approving of minutes.
- IV. Reports of
 - A. Officers
 - B. Circles
 - C. Administrative Council
 - D. Special Committees



- V. Unfinished business.
- VI. New business.
 - A. Election of officers (at annual meeting).
- VII. Adjournment.

ARTICLE XI AMENDMENTS

- I. These Bylaws may be amended at any regular meeting of the Women In the Church by a 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.
- II. All such proposed amendments shall be submitted in writing, signed by two members, and approved by the Session.

Approved by Session 11-14-2016



