

BYLAWS OF THE WOMEN OF GRACE OF GRACE PRESBYTERIAN CHURCH

Article 1 Name

The name of the organization shall be Women of Grace an organization of Grace Presbyterian Church, Houston, Texas.

Article II Purpose

Because we are saved by the grace of Jesus Christ, we foster spiritual growth through Bible study and prayer, engage in missions, and share Christian fellowship so that we bear witness to God's eternal kingdom.

Article III Membership

Members shall be any woman who chooses to participate in, or be supportive of the activities of Women of Grace. Only members of Grace Presbyterian Church will be eligible to hold office of moderator, moderator-elect, program coordinators, treasurer, treasurer-elect, Bible facilitator's chair, and Bible facilitator.

The membership shall be divided into circles, which are small groups that gather regularly to provide an inclusive, caring community of and for women.

Women of Grace may annually honor a Grace Presbyterian Church member or members in recognition of distinguished Christian service.

Article IV Coordinating Team Nomination, Election and Term of Office

Section 1 The officers shall form a coordinating team for conducting the business of Women of Grace.

Section 2 The leadership and resource chair and her committee (moderator, moderator-elect, parliamentarian, and one member-at-large) will be responsible for annually selecting the persons to be nominated for office in Women of Grace and will fill any vacancies that occur between elections.

Section 3 The names shall be presented at the Women of Grace meeting in March or April, and after nominations from the floor (if any), the election shall proceed.

Section 4 The term of office shall be for two years. Exceptions are moderator or co-moderators, moderator-elect or co-moderators-elect, program coordinators, treasurer, treasurer-elect, membership and directory coordinator, membership and directory coordinator-elect, and parliamentarian, which are one-year terms.

Section 5 The coordinating team shall be composed of the following elected officers:

Moderator or Co-Moderators
Moderator-Elect or Co-Moderators-Elect
Program Coordinators
Membership and Directory Coordinator
Membership and Directory Coordinator-Elect
Treasurer
Treasurer-Elect
Secretary
Corresponding Secretary
Historian

Publicity Coordinator
Parliamentarian
Bible Facilitators Chair
Missions Chair
Leadership and Resource Chair
Circle Chair
Assistant Circle Chair

Section 6 Installation of officers shall occur at the May meeting, at which time the new officers shall assume the responsibilities of their offices. Retiring officers shall complete business of the current year and shall then surrender to their successors all essential books and papers pertaining to their respective offices.

Article V Duties of the Officers

Section 1 The **Moderator** can be one moderator or two co-moderators as determined by the nominating committee. The moderator shall preside at all meetings and shall also call special meetings, if needed. She shall appoint committees as needed. She may be an ex-officio member of circles and of any committee. She shall present a report of her work at the close of the year.

Section 2 The **Moderator-Elect** can be one moderator-elect or two co-moderators-elect as determined by the nominating committee. The moderator-elect shall assist the moderator as requested. She shall attend the coordinating team meetings to familiarize herself with all phases of the work and shall be invited to attend all committee meetings. She shall preside in the absence of the moderator or at her request. If the office of moderator becomes vacant between elections, she shall complete the moderator's term. She also shall serve as a non-voting advisor to the leadership and resource committee. She will be an ex-officio member of circles. She shall present a report of her work at the close of the year.

Section 3 The **Program Coordinators** shall plan, schedule, and facilitate programs. They shall appoint committees as needed. They shall present a report of work at the close of the year.

Section 4 The **Membership and Directory Coordinator** shall act as a liaison between new church membership classes and Women of Grace. As an option, she also may change the circle rosters every two years. She shall be responsible for compiling the directory and updating it as changes occur during the year. She shall order the study literature for the circle members and the Bible lesson facilitators. She shall present a report of her work at the close of her term.

Section 5 The **Membership and Directory Coordinator-Elect** shall assist the membership and directory coordinator and familiarize herself with all phases of the work. She shall work with circle chairs and assign prayer members. She shall present a report of her work at the close of her term.

Section 6 The **Treasurer** shall receive and disburse Women of Grace's funds as directed. She shall keep accurate financial records of receipts and disbursements. This is to include reservation/payments for events. She shall submit regular written reports to the coordinating team, and she shall submit financial records for audit upon request. She shall serve as chair of the finance committee. She shall present a report of her work at the close of her term.

Section 7 The **Treasurer-Elect** shall assist the Treasurer and familiarize herself with all phases of the work. She shall present a report of her work at the close of her term.

Section 8 The **Secretary** shall maintain and preserve the minutes of the meetings of Women of Grace. She shall present a report of her work at the close of the day. The secretary may also be requested to sign and facilitate transfers of banking account(s) to newly elected treasurer if required.

Section 9 The **Corresponding Secretary** shall handle all correspondence for the Women of Grace such as thank you notes, get well and sympathy cards, and any other communication that the Coordinating Team deems necessary.

Section 10 The **Publicity Coordinator** shall work with the moderator to publicize the activities of Women of Grace through church publications, web site, e-blasts, flyers, and bulletins. She shall present a report of her work at the close of her term.

Section 11 The **Parliamentarian** shall be the past moderator or co-moderators of Women of Grace and shall advise on points of parliamentary procedure when requested. She shall chair the recognition award committee, which is composed of the leadership and resource chair, the Bible Facilitators chair, the moderator and the moderator-elect. She shall present a report of her work at the close of her term.

Section 12 The **Leadership and Resource Chair** shall chair the nominating committee and present for election the names of women called to leadership positions in Women of Grace. The nominating committee shall be composed of moderator or co-moderators, moderator-elect or co-moderators-elect (ex-officio), parliamentarian, and a member-at-large. She shall present a report of her work at the close of her term.

Section 13 The **Bible Facilitators Chair** with the help of her committee (moderator or co-moderators, moderator-elect or co-moderators-elect, and leadership and resource chair) shall recruit Bible Facilitators, who shall be recognized at the May meeting. She shall meet with and assist Bible Facilitators (at her option, she can serve as a Bible Facilitator). She shall encourage personal faith and spiritual growth in Women of Grace. She shall act as liaison with the pastoral staff for baptismal gifts. She shall present a report of her work at the close of her term.

Section 14 The **Missions Chair** shall stimulate interest and participation in the existing mission programs of Women of Grace. She shall evaluate and select potential mission projects. She shall present a report of her work at the close of her term.

Section 15 The **Circle Chair** shall preside at all circle meetings and shall be the liaison between the coordinating team and the circle. She shall provide spiritual support to the members of her circle. She shall present a report of her work at the close of her term.

Section 16 The **Assistant Circle Chair** shall assist the circle chair as requested, attend coordinating team meetings and serve as circle chair in the absence of the circle chair. She shall present a report of her work at the close of her term.

Article VI Finances

Section 1 Women of Grace shall be supported by voluntary offerings and pledges of its members. The budget shall include benevolent giving and general expenses for the organization.

Section 2 A finance committee shall be composed of treasurer (as chair), treasurer-elect, moderator or co-moderators, moderator-elect or co-moderators-elect, mission chair, bible

facilitators chair and parliamentarian. This committee shall prepare a budget to be presented to the coordinating team at the first meeting of the year.

Section 3 The Positions of Treasurer and Treasurer elect are authorized to establish bank accounts and act as signers on bank accounts.

Article VII Meetings

Section 1 Meetings will be held monthly at the discretion of the moderator. The following is a general order of meetings:

First Monday---circles (day)
First Thursday---circles (noon and night)
Second or third Monday---general meeting --- four times a year
Fourth Monday---coordinating team and Bible moderators

Section 2 Circle meetings shall include the following: fellowship time, Bible study and business meeting.

Section 3 General meetings shall follow the general order of fellowship time, announcements, the program and lunch.

Article VIII Parliamentary Authority

Roberts Rules of Order, Revised shall be parliamentary authority for Women of Grace.

Article IX Amendments

These bylaws may be amended at any regular coordinating team meeting of Women of Grace by a two-thirds vote of those present and voting, provided notice of the proposed amendment has been given at the previous regular coordinating team meeting.

Approved August, 2017

Revised August, 2017

Revised May 25, 2018