

**BYLAWS OF THE MIDWEST WOMEN'S FELLOWSHIP
OF THE REFORMED PRESBYTERIAN CHURCH OF NORTH AMERICA
REVISED 2016**

ARTICLE I – NAME

The name of this organization shall be the Midwest Women's Fellowship of the Reformed Presbyterian Church of North America (hereafter RPCNA). The Midwest Women's Fellowship's annual meeting shall be known as the Midwest Women's Retreat. The previous name of this organization from 1915-2015 was the Midwest Women's Presbyterial Missionary Fellowship of the RPCNA.

ARTICLE II - PURPOSE

Its purpose shall be to encourage spiritual growth and fellowship and to support RPCNA missions.

ARTICLE III – PARTICIPATION AND MEMBERSHIP

Members and adherents in good standing of the RPCNA and their visitors are entitled to participate in the annual Midwest Women's Retreat. Female members in good standing of the Midwest congregations of the RPCNA are entitled to hold office, vote, and receive Midwest Women's Fellowship communications.

ARTICLE IV – OFFICERS

Section 1.

The officers shall include President, Vice-President, Recording Secretary, Treasurer, Assistant Treasurer, Technology Officer, and Assistant Technology Officer. Each officer shall be a member in good standing of a Midwest congregation of the RPCNA.

Section 2.

These officers shall be elected to serve one year, with the privilege of re-election for another year of term. The President, Vice President and Recording Secretary shall not serve longer than two years in succession.

Section 3.

President. The President shall preside at all meetings unless she requests the Vice-President or another officer to do so. She shall appoint committees not otherwise provided for and call special meetings of the Executive Committee and of the Executive Board. She shall have general oversight of all the work of the Fellowship. If the President is unable to fulfill her duties, the out-going President shall take the responsibility of President. Prior to the annual retreat, the President will secure a hostess congregation(s) for the following year. She will also be responsible to set the location and date for the next Midwest Women's Retreat in coordination with the hostess congregation(s). The next year's location, date, and hostess congregation(s) should be announced at the retreat by a representative(s) of the hostess congregation(s), when possible. The President will provide her annual report to the Technology Officer for electronic posting one month prior to the Retreat. The President will read her report to the assembly at the Retreat.

Section 4.

Vice-President. The Vice-President shall preside at meetings at the request of the President and shall assist in the work of the Fellowship. She shall act as chairman of the Program Committee.

Section 5.

Recording Secretary. The Recording Secretary shall keep a correct record of all meetings of the Fellowship, of the Executive Committee, and of the Executive Board; notify officers, coordinators and committees of their election and their duties. She shall provide previous meeting minutes when requested by the President or another officer. She shall take charge of official papers until she is able to turn them over to the Historian, and perform all other duties pertaining to her office.

Section 6.

Treasurer. The Treasurer shall have charge of all the funds of the Fellowship and Retreat; disburse the same only as authorized at the Retreat or by the President in the interim; and shall make a full report both to the Executive Board and the assembly at the Retreat. She shall present her books to a qualified person or persons for auditing before the Retreat and shall then present the Auditor's report at the Retreat. The Treasurer will provide her annual report, including that of the Auditor, to the Technology Officer for electronic posting one month prior to the Retreat.

Section 7.

Assistant Treasurer. The Assistant Treasurer shall assist the Treasurer when needed and shall perform all duties of the Treasurer should the Treasurer at any time become incapacitated.

Section 8.

Technology Officer. The Technology Officer's chief duty shall be to publicize and promote the annual Retreat. This may include the creation and/or maintenance of a website or social media, etc. about future and past meetings. Two weeks prior to the annual Retreat, she will post/disseminate electronic communication such as officer or committee reports. She will also work with the Historian following the annual Retreat to add recent information into the digital archives of the Fellowship, including posting a list of the newly elected officers.

Section 9.

Assistant Technology Officer. The Assistant Technology Officer's duties shall be to create and maintain digital communication databases of the Midwest Women's Fellowship. This will include the creation and maintenance of an email-list serve, digital directory, and/or similar database to maintain current personal information (address, phone numbers, emails, etc.) voluntarily submitted by Midwest Women's Fellowship members (i.e., any woman member in good standing of the Midwest RPCNA). Access to any digital communication/records should be kept up-to-date and secured by password. Each member must give initial consent for her information to be maintained in the Midwest Women's Fellowship electronic databases before use by the Assistant Technology Officer. Each member has the option annually to have her personal information removed from the databases, if requested by her in writing.

Section 10.

The President, Treasurer, Nominating Committee, Finance Committee and Auditor's written reports shall be presented at the annual Retreat and read aloud to the assembly. These reports will also be made electronically available to all members by the Technology Officer two weeks prior to the Retreat. The Historian will share an oral report at the Retreat.

ARTICLE V – DEPARTMENT COORDINATORS AND SPECIAL OFFICERS

Section 1.

The Missions and Literature Coordinators shall be elected at the annual retreat. The following special officer shall be elected: Historian. Each department coordinator and special officer shall be a member in good standing of the Midwest Presbytery of the RPCNA.

Section 2.

The Mission Coordinator shall encourage interest in the work of all foreign and home missions of the RPCNA at the annual Retreat and through electronic communications. She shall serve as a resource for local congregations upon request. She shall provide an update of RPCNA missions by display, or written and/or oral report, at the time of the annual Retreat, if requested by the Vice-President/Program Coordinator. She will also lead the assembly in prayer for missions during the Retreat, if requested.

Section 3.

The Literature Coordinator shall advertise and distribute helpful literature, recommend mission study books, and encourage the reading of Christian literature. Any fund amount as allocated by the Midwest Women's Fellowship Executive Committee, if not used, shall be returned to the General Fund. Books bought through the Fellowship for review shall be contributed to the church library of that year's Coordinator. The Coordinator shall provide a literature report by written and/or oral report, at the time of the annual Retreat, if requested by the Vice-President/Program Coordinator.

Section 4.

The Historian shall be the official custodian of the previously named Midwest Women's Presbyterial Missionary Fellowship and the Midwest Women's Fellowship's records, books, and papers. She shall make the information contained in them available for the use of any person who may need it. She shall receive all officers' reports older than ten years to be incorporated in the official archives. (Each officer's binder includes reports for the last ten years). The Historian will annually submit Retreat records at the close of the Retreat to the Technology Officer to be added to the digital archives.

ARTICLE VI – EXECUTIVE BOARD

Section 1.

Membership. The officers, coordinators, historian, and presidents (or named delegates) of local congregational women's fellowships, and congregational delegates shall constitute the Executive Board. (Any congregation without a women's fellowship representative may elect one female congregational member to represent them on the Executive Board.)

Section 2.

Duties. The Executive Board shall meet as often as necessary at the Retreat to make plans for the work of the Fellowship. A quorum shall consist of ten members.

ARTICLE VII – MEETINGS

Section 1.

This Fellowship shall meet annually, at which time the annual reports shall be presented. At least two weeks prior to the retreat, annual reports of the Fellowship will also be made available online by the Technology Officer.

Section 2.

All female members in good standing of any Midwest congregation of the RPCNA are eligible to vote at the annual Retreat, provided that member conforms to all requirements specified in these Bylaws.

Section 3.

Women of local congregations or regions within the Midwest Presbytery may hold (and are encouraged to hold) additional women's retreats during the year. However, these retreats should not bear the name of the Midwest Women's Fellowship or Midwest Women's Retreat and business of the Fellowship should not be conducted there.

ARTICLE VIII – COMMITTEES

Section 1.

Executive Committee. The Executive Committee shall be composed of the President, Vice-President, Recording Secretary, Treasurer, Assistant Treasurer, Technology Officer and Assistant Technology Officer. It shall have power to transact urgent business between meetings and shall have power to appoint all committees. The Nominating and Program Committees shall be appointed at least nine months before the annual Retreat. A quorum of the Executive Committee shall consist of five members.

Section 2.

Nominating committee. The Nominating Committee shall consist of the outgoing President as chairman (and 1-2 members of the Fellowship, if selected by her). This committee shall present a list of Fellowship officers and coordinators, one name for each. Nominations may also be made from the floor with the consent of the nominee. Terms of service shall, as far as possible, be so adjusted that no more than half of the officers shall retire from service at the same time.

Section 3.

Program committee. The Program Committee, consisting of the Vice President, as chairman, (and 1-2 others if selected by her) shall prepare the program for the annual Retreat in consultation with the acting President and Treasurer of the Fellowship and with the hosting congregation. Any potential speaker(s) who are members in good standing with the RPCNA may be engaged by the Vice-President. Speakers outside the denomination should be approved by the Executive Committee and the Vice-President's local session prior to confirmation with that speaker or publication to Fellowship members.

Section 4.

Finance committee. The Finance Committee shall consist of the Treasurer and the Assistant Treasurer, who will recommend at the Retreat what contributions shall be made.

Section 5.

Hostess Committee. The Hostess Committee shall consist of the members of the hosting congregation(s). It shall arrange for meals, coffee breaks, nursery, lodging, and registration, etc. for the annual Retreat. It shall also have the option of securing any tokens of appreciation or attending to other courtesies that should be extended. The chairman shall be elected by the hosting congregation(s).

ARTICLE IX – FINANCES

Section 1:

Local Missions Funds. Any funds collected for missions by Midwest congregational women's fellowships should be sent directly to the missions of their choice.

Section 2.

Office Expense. The office expense of the officers and coordinators shall be paid in full.

ARTICLE X - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws or by rules adopted by the Midwest Women's Fellowship.

ARTICLE XI – AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the members present at the annual Retreat, provided that a copy of such proposed amendment shall have been mailed to each congregation and digitally distributed to all women in the Midwest Women's Fellowship database at least sixty (60) days prior to the opening date of the Retreat. It shall be the duty of the President to cause such copies to be mailed and the duty of the Technology Officer to cause such copies to be digitally distributed.