

**National Association of Presbyterian Clergywomen (NAPC)
Presbyterian Church (U.S.A.)**

BYLAWS

Proposed revision for consideration by the membership: July 2009

(Adopted November 4, 1987)

(Revised with amendments: November, 1991; March, 1993; April, 2002.)

At the National Triennial Conference in Princeton, NY on April 2, 2005, the members present unanimously voted to set aside these provisions until the next National Conference in 2009:

-3.400 The membership shall be convened at least *triennially* in a National Conference. To distinguish those National Conferences at which scheduled elections take place, such meetings will hereinafter be identified as *Triennial National Conferences*.

-4.101 The NSC shall be composed of the officers elected at each *Triennial National Conference* for a term of *three (3)* years, plus the appointed Newsletter Editor.

-4.102 Any member of the NSC may be re-elected but in no instance shall serve for more than two (2) complete terms of *six (6)* consecutive years. A term shall normally begin immediately following election and installation at the *Triennial Conference*.

1.000 SECTION I - NAME

1.100 The name of this organization shall be: National Association of Presbyterian Clergywomen, hereinafter referred to as NAPC.

2.000 SECTION II - OUR PURPOSE AND VISION STATEMENT

2.100 PURPOSE

To convene a National Organization for Presbyterian Clergywomen, with local and regional emphasis, that is inclusive in membership, supportive in community, and representative in advocacy within the Presbyterian Church (U.S.A.).
(Adopted October 10, 1986, First NAPC Assembly, Arlington, Virginia)

2.200 VISION

Believing in the God who cannot be contained, we seek to affirm, nurture, and sustain all Presbyterian clergywomen.

3.000 SECTION III - MEMBERSHIP

3.100 The membership of NAPC includes active members and affiliates.

3.200 An Active Member is a woman who is an ordained Minister of Word and Sacrament in the Presbyterian Church (USA) who accepts the vision of NAPC,

indicates a desire to work toward its growth and goals and remains current in the payment of dues. All Active Members are entitled to vote and hold office.

3.300 Affiliates are those who are not Active Members, including women working toward ordination and Commissioned Lay Pastors, who accept the vision of NAPC, indicate a desire to work toward its growth and goals, and remain current in the payment of dues. Affiliates receive publications and may participate in NAPC events, and attend business meetings with voice but no vote.

3.400 Membership renewal must be received by the Membership Secretary within four months after the expiration date, or the person will be dropped from membership from NAPC.

4.000 SECTION IV - Meetings

4.100 There shall be a NAPC Membership Business Meeting at least once every three years. Normally, a national conference will be held in conjunction with the Business Meeting.

4.200 Business to be conducted at the NAPC Membership Business meeting shall include but not be limited to: Reports from officers, receipt of financial reports, election and installation of officers, recognition of outgoing officers, consideration of proposed bylaws revisions (if any) and discussion of matters of interest to the membership.

5.000 SECTION V - Officers

5.100 The officers of NAPC shall include the Co-Moderators, the Vice-Moderator, the Secretary, the Treasurer, the Membership Secretary, the National Conference Coordinator, the PCUSA Liaison, the Pastoral Care Coordinator, and the Seminary Liaison. In addition, a member appointed by the NAPC Steering Committee for a special project shall be considered an officer of NAPC.

6.000 SECTION V - NAPC Steering Committee

6.100 There shall be a NAPC Steering Committee, which shall meet at least once each year, in person or using alternate means of communication, including conference calls, email, or other means as determined by the Steering Committee.

6.200 The NAPC Steering Committee shall be composed of the officers elected at a NAPC Membership Business Meeting for a term of three (3) years, plus the appointed Newsletter Editor, and those the NAPC Steering Committee appoints for special projects.

6.300 Members of the NAPC Steering Committee may not serve for more than two complete terms in the same position. A term shall normally begin immediately following election and installation at the NAPC Membership Business Meeting

- 6.400 In the case of those fulfilling unexpired terms, membership on the NAPC Steering Committee shall begin upon appointment by the NAPC Steering Committee.
- 6.500 Officers complete their terms upon the installation of their successor, or by letter of resignation to the Co-Moderators and Vice-Moderator.
- 6.600 The responsibilities of the NAPC Steering Committee shall include:
- 6.601 a. The convening of the NAPC Membership Business Meeting, normally every three years.
- 6.602 b. The provision for a National NAPC Conference through the work of the Conference Coordinator, normally in conjunction with the NAPC Membership Business Meeting.
- 6.603 c. The provision for communication among clergywomen through mechanisms such as a newsletter, webpage, and other media.
- 6.601 d. The review of the vision, structure and goals of NAPC and the recommendations of changes in the By-Laws as necessary.
- 6.602 e. The development of positions on issues of importance to clergywomen and the communication of those positions to the membership and to the church at large.
- 6.603 f. Representing NAPC and advocacy for women clergy, commissioned lay pastors, and candidates between National Conferences.
- 6.604 g. The coordination of efforts with the OFFICE OF VOCATION or its successor to nurture Presbyterian clergywomen and candidates.
- 6.605 h. The promotion of an inclusive membership.
- 6.606 i. The promotion of efforts with other associations and networks of women in ministry for shared dialogue and work.
- 6.607 j. The establishment of a structure for membership dues and fundraising to support of the work of NAPC.
- 6.608 k. The development of an operating budget.
- 6.609 l. The creation of task forces, committees, or other working groups as necessary and oversight of them.
- 6.610 m. The appointment of members to the NAPC STEERING COMMITTEE to fill unexpired terms.
- 6.611 o. On recommendation of the Vice-Moderator, the appointment of members to become NAPC Advocates.

7.000 SECTION VII - ELECTED OFFICERS

- 7.100 The Co-Moderators may divide the assigned responsibilities as they deem appropriate:
- 7.101 a. Convene and preside over meetings of the NAPC Steering Committee.
- 7.102 b. Moderate the NAPC Membership Business Meetings of the NAPC.
- 7.103 c. Preside at any NAPC National Conference.
- 7.104 d. Coordinate the work of NAPC and its committees and other working groups between meetings.

- 7.105 e. In addition to the Treasurer, allocate and disburse funds at the direction of the NAPC Steering Committee; are signatories to NAPC financial accounts.
- 7.106 f. Represent NAPC denominationally and ecumenically.
- 7.200 The Vice-Moderator:
- 7.201 a. Serves as a member of the NAPC Steering Committee.
- 7.202 b. Assumes the duties of the Co-Moderators in their absence.
- 7.203 c. Chairs the NAPC Nominating Committee.
- 7.204 d. Nominates, coordinates and communicates with the NAPC Advocates.
- 7.300 The Secretary:
- 7.301 a. Serves as a member of the NAPC Steering Committee.
- 7.302 b. Records and distributes, and retains record of the minutes of the NAPC Steering Committee meetings and the business meetings of NAPC.
- 7.303 c. Issues correspondence at the direction of the NAPC Steering Committee.
- 7.400 The Treasurer:
- 7.401 a. Serves as a member of the NAPC Steering Committee.
- 7.402 b. Receives and deposits funds as the NAPC Steering Committee directs.
- 7.403 c. Disburses the funds of NAPC in payment of its expenses; is a signatory to NAPC financial accounts.
- 7.404 d. Retains records of NAPC financial accounts and makes financial reports to business meetings and as requested by the NAPC Steering Committee.
- 7.500 The Membership Secretary:
- 7.501 a. Serves as a member of the NAPC Steering Committee.
- 7.502 b. Maintains the active and affiliate membership rolls of NAPC.
- 7.503 1. Issues membership acknowledgement.
- 7.504 2. Sends out renewal notices.
- 7.505 c. Receives and records membership dues, and transfers to the Treasurer.
- 7.506 d. Provides NAPC Steering Committee with changes to the active and affiliate membership rolls at their request.
- 7.600 The National Conference Coordinator:
- 7.601 a. Serves as a member of the NAPC Steering Committee.
- 7.602 b. Works with the NAPC Steering Committee to plan the program for each National Conference of NAPC.
- 7.603 c. Forms committees as needed for each NAPC National Conferences.
- 7.700 PCUSA Liaison:
- 7.701 a. Serves as a member of the NAPC Steering Committee.
- 7.702 b. Is the liaison to the Office of Vocation (or its successor), the Advisory

Committee for Women in the Church (or its successor). She may be the liaison to other national PCUSA groups relating to issues of women clergy, at the direction of the Steering Committee.

7.703

c. Coordinates NACP's presence at General Assembly.

7.800

The Pastoral Care Coordinator

7.801

a. Serves as a member of the NACP Steering Committee.

7.802

b. **Leads** NACP members in care for each other.

7.803

c. As able, is the public face of pastoral care to members who are hurting or celebrating.

7.804

d. Advocates for resources and systems to provide pastoral care to clergywomen.

7.805

e. Coordinates chaplains for NACP sponsored events; and may recruit chaplains from among NACP's membership for other PC(USA) events.

7.900

The Seminary Liaison

7.901

a. Serves as a member of the NACP Steering Committee.

7.902

b. Is the liaison to the Presbyterian-related seminaries:

7.903

1. leading NACP's support of women inquirers and candidates for ordination,

7.904

2. providing information on NACP membership

7.905

3. offering opportunities for women inquirers and candidates to participate in events or build mentoring relationships with NACP members.

7.906

4. Developing contacts to further the goals of NACP within the seminary communities and in locales of first call.

7.907

5. to help inform NACP's membership about current research and resources helpful to clergywomen.

8.000 SECTION VIII - Appointed Offices

8.100

NACP Advocates: With attention to broad inclusivity, NACP Advocates are appointed from the NACP membership. Care shall be taken to have representation from various racial/ethnic backgrounds, as well as age, geographic location and, to the extent possible, theological perspectives.

8.200

The NACP Advocates are nominated by the Vice-Moderator, appointed by the NACP Steering Committee, and serve at the will of the NACP Steering Committee. Each Advocate's term begins at appointment.

8.300

A NACP Advocate may:

8.301

a. Provide a safe setting for small groups of clergywomen to discuss important issues.

- 8.302 b. Facilitate communication concerning NAPC; and publicizes events for clergywomen.
- 8.303 c. Develop contacts to further the goals of NAPC within Synods and Presbyteries.
- 8.304 d. Work toward an inclusive NAPC membership.
- 8.305 e. Engage other associations and networks of clergywomen for shared dialogue and work.
- 8.306 f. Communicate with and assist existing Presbyterian clergywomen groups and encourage formation of new groups.
- 8.307 g. When appropriate, host electronic groups.
- 8.308 h. Communicate with the Vice-Moderator.
- 8.309 i. Serve as a member of the NAPC Nominating Committee.

8.400 The Historian

- 8.401 a. Is appointed by and serves at the will of the NAPC Steering Committee.
- 8.402 b. Organizes and retains the archive of NAPC's historical documents.
- 8.403 c. May be requested by the NAPC Steering Committee to lead a historical project.

8.500. The Newsletter Editor:

- 8.501 a. Is appointed and serves at the will of the NAPC Steering Committee.
- 8.502 b. Serves as a member of the NAPC Steering Committee.
- 8.503 c. Generates newsletter topics, solicits articles, edits, lays out the edition, arranges for printing and mailing services.

8.600 General Appointments

- 8.601 a. The NAPC Steering Committee may appoint members to special assignments. The term of service begins at appointment and continues for the term specified by the NAPC Steering Committee.
- 8.602 b. At the will of the NAPC Steering Committee, those appointed to special projects may be included on the NAPC Steering Committee.

9.000 SECTION IX - ELECTIONS

9.100 There shall be a Nominating Committee comprised of the members who are NAPC Advocates with the Vice-Moderator as the Chair.

9.200 Elections for officers are to be held at a NAPC Membership Business Meeting.

9.300 The Nominating Committee:

- 9.301 a. Prepares a slate of nominees for election at the NAPC Membership Business Meeting, with one nominee for each officer position. These nominations are to be communicated to the active membership at least one month prior to the NAPC Membership Business Meeting, and in the agenda for the meeting.

- 9.302 b. Install incoming officers and recognize outgoing officers and NAPC Advocates at the NAPC Membership Business Meeting.
- 9.303 c. If requested, present a nominee for appointment by the NAPC Steering Committee to fulfill any unexpired term.
- 9.400 Process for Nominating and Electing Officers
- 9.401 e. Following the presentation of the Nominating Committee's slate of nominees, nominations may be made from the floor with the consent of the nominees.
- 9.402 f. Active members attending the NAPC Membership Business Meeting National Business Meeting will then vote on the approved slate.
- 9.403 g. A simple majority, or more than fifty percent of the votes cast where there are more than two nominees, shall be sufficient for election.

10.000 SECTION X - FINANCES

- 10.100 NAPC is an organization supported by contributions and annual active membership and affiliate membership dues.
- 10.200 Membership dues shall be determined by the NAPC Steering Committee.
- 10.300 The membership year shall be on a twelve-month basis, from the date the membership card is issued.
- 10.400 The fiscal year shall be July 1 to June 30.

11.000 SECTION XI – QUORUM AND DECISION-MAKING

- 11.100 A simple majority of the officers shall constitute a quorum of the NAPC STEERING COMMITTEE.
- 11.200 Those active members in attendance at any NAPC Membership Business Meeting shall constitute a quorum. A simple majority shall be sufficient to elect officers and carry motions, except amendments to these By-Laws, which require a two-thirds (2/3) majority of those in attendance.
- 11.300 The process of decision-making at NAPC Membership Business Meetings will combine Consensus Decision Making and Robert's Rules of Order.
- 11.301 a. The first step is the presentation of an idea with broad range discussion.
- 11.302 b. The second step is to establish a consensus understanding of an idea.
- 11.303 c. The third step is consensus decision making.
- 11.304 d. After this process, if consensus is not found, Robert's Rules of Order will be in effect.

12.000 SECTION XII - RELATIONSHIPS

- 12.100 The NAPC Steering Committee shall be in correspondence with other associations and networks of women clergy both ecumenically and denominationally.

13.000 SECTION XIII - AMENDMENTS TO THE BY-LAWS

- 13.100 These By-Laws may be amended/suspended by a two-thirds (2/3) vote of the active members present and voting at any NAPC Membership Business Meeting NAPC Triennial National Conference business meeting.
- 13.200 Proposed amendments shall be available to all active members at the beginning of any NAPC Membership Business Meeting.
- 13.300 Amendments may be proposed from the floor at any NAPC Membership Business Meeting.

The above By-Laws were revised and updated by a two-thirds (2/3) vote of the members present at the National Triennial Conference in Princeton, NJ on April 2, 2005.