

1 **PACIFIC NORTHWEST AMERICAN BAPTIST WOMEN’S MINISTRIES**
2 **(PNW/ABWM)**
3 **BYLAWS**

4 **ARTICLE I - NAME/RELATIONSHIPS/AFFILIATION**

5 The name of this Organization shall be **Pacific Northwest American Baptist Women’s**
6 **Ministries** (hereafter referred to as **PNW/ABWM** in this document). It shall be affiliated with
7 and shall promote the work of the American Baptist Women’s Ministries of the U.S.A., and shall
8 also be affiliated with, and be an integral part of the Evergreen Association & Mission Northwest
9 Regions of American Baptist Churches USA.

10 These Bylaws may be amended at any regular or called business meeting by a two-thirds vote of
11 members present provided appropriate notice has been given.

12 The Standing Rules shall be the official organizational rules, policies, and procedures to
13 implement the Bylaws of the PNW/ABWM organization.

14 **ARTICLE II - MISSION STATEMENT**

15 In commitment to Jesus Christ as Lord and Savior, and to the mission of the Church, and through
16 the enabling of the Holy Spirit, American Baptist Women’s Ministries provides opportunities for
17 each woman to: become and develop as God’s person, build God’s faith community, and serve
18 God’s world.

19 **ARTICLE III - INVITATION TO PARTICIPATE**

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21 All women are invited to participate in PNW/ABWM. Each woman is encouraged to participate
22 according to her own needs, interests, and gifts, as led by the Spirit of God.
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24 **ARTICLE IV - OFFICERS & COORDINATORS**

25 **SECTION A: OFFICERS**

26 The officers of this Organization shall be: President, Secretary, Treasurer.
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28 **SECTION B: COORDINATORS**

29 COORDINATORS will be determined on an ongoing basis depending on the needs of the
30 organization.

31 **SECTION C: TERM OF OFFICE**

32 The term of office shall be three years.

33 **SECTION D: ELECTIONS**

34 To the best of our ability, the Officers and Coordinators of this Organization shall be chosen
35 from ABC Churches within the PNW/ABWM Region to create a balance of the region’s
36 representation. The Officers and Coordinators of the organization shall be elected by simple
37 majority at the Annual Meeting. In absence of an in-person meeting, the Board will determine
38 the method for elections.

39 The election schedule is intended to allow for Officers and Coordinators to be replaced at a rate
40 of 1/3 per year. See Standing Rules for Rotation.

41 **SECTION E: RESIGNATIONS**

42 Resignations should be made in writing and sent to the Secretary, at least thirty (30) days prior to
43 the annual election.

44 **SECTION F: VACANCIES**

45 Vacancies, which occur between elections, shall be filled by the Executive Committee and, the
46 subsequent appointment shall be subject to ratification by the Board at its next meeting.

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49 **ARTICLE V – RESPONSIBILITIES OF THE OFFICERS & COORDINATORS**

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51 **SECTION A: GENERAL RESPONSIBILITIES**

52 Each Officer and Coordinator must have a deep interest in and a commitment to the fulfillment
53 of the Mission Statement of American Baptist Women’s Ministries.

- 54 a. She shall be an active member of an American Baptist Church.
- 55 b. As a member of the Board, she is encouraged to attend all Board Meetings, the Annual
56 PNW/ABWM Conference, & Business Meeting, and other PNW/ABWM events, as
57 appropriate.
- 58 c. Additional responsibilities are stated in the Standing Rules

59 **SECTION B – EXECUTIVE OFFICERS**

- 60 1. **PRESIDENT** - The President presides at all meetings of the PNW/ABWM Board and its
61 Executive Committee. She is the official representative of the PNW/ABWM region and
62 serves as ex-officio member of all PNW/ABWM committees and working groups, except for
63 the Nominating Committee. She is authorized to sign checks in the absence of the Treasurer.
- 64 2. **SECRETARY** - The Secretary attends all meetings of the organization. She records accurate
65 minutes of every meeting, completing the written minutes as soon as possible for review by
66 the President before distributing them to all Board members.
- 67 3. **TREASURER** - The Treasurer carefully oversees the finances and enthusiastically promotes
68 giving to National and Region ministries. She deposits the money, writes and signs checks,
69 and monitors all accounts.

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71 **SECTION C – COORDINATORS** - The specific coordinators and responsibilities are addressed in
72 the Standing Rules.

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74 **ARTICLE VI – EXECUTIVE COMMITTEE**

75 **SECTION A - MEMBERS**

- 76 a. This Committee shall consist of the President, Secretary, Treasurer.

77 **SECTION B – DUTIES**

- 78 a. Assumes the authority of the Board between meetings, if needed, for special concerns.
- 79 b. Acts and/or makes recommendations in accordance with policies of the PNW/ABWM
80 and the Board.

81 SECTION C – MEETINGS

- 82 a. Meets at times designated by the PNW/ABWM President
83 b. Two-members shall constitute a quorum

84 ARTICLE VII – BOARD

85 SECTION A – MEMBERS

86 This Board shall consist of all elected Officers and Coordinators, with the sole voting
87 privileges.

88 SECTION B - DUTIES

- 89 a. Transacts all the official business of the PNW/ABWM.
90 b. Manages the PNW/ABWM budget.

91 SECTION C – MEETINGS (All Meetings are Open unless a special Closed meeting is called)

- 92 a. The Board will hold a minimum of two meetings a year, in addition to the Annual
93 Business meeting.
94 b. Additional meetings may be held as needed.
95 c. 2/3 of the total Board members present shall constitute a quorum.

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97 ARTICLE VIII– COMMITTEES/APPOINTMENTS

98 SECTION A – STANDING COMMITTEES

99 Appointments to Standing Committees are made by the PNW/ABWM President, with the help of
100 the Board, to serve as non-voting participants for as long as the Board shall advise.

- 101 1. FINANCE COMMITTEE
102 2. NOMINATING COMMITTEE
103 3. ADDITIONAL Standing Committees will be determined on an ongoing basis depending on
104 the needs of the PNW/ABWM.
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106 ARTICLE IX– SPECIAL ASSIGNMENTS

107 Appointments to Special Assignments are made as needed by the PNW/ABWM President with
108 the help of the Board, to serve as non-voting participants for as long as the Board shall advise.

- 109 1. AUDITOR - Works with the Finance committee to Audit PNW/ABWM financial bank
110 account to determine funds have been accurately received and distributed.
111 2. BYLAWS COMMITTEE– Makes changes to the Bylaws and Standing Rules when a
112 revision is recommended by the Board or the Executive Committee
113 3. HISTORIAN - Keeps a record of all events pertaining to the history of PNW/ABWM.
114 4. ADDITIONAL Special Assignments will be determined on an ongoing basis depending on
115 the needs of the PNW/ABWM,
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117 ARTICLE X – ANNUAL MEETING

118 The ANNUAL MEETING of PNW/ABWM shall be held at the Annual PNW/ABWM Conference
119 The purpose of the Annual Meeting to elect Officers and Coordinators of the PNW/ABWM
120 Board and to conduct any other necessary business.

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122 If the Annual PNW/ABWM Conference cannot be held, the Board will determine the method to
123 conduct the business of the of PNW/ABWM.

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ARTICLE XI – AMENDMENTS TO BYLAWS

126 A. These Bylaws may be amended at any regular or called business meeting by a two-thirds
127 vote of members present provided appropriate notice has been given.

128 B. Revisions may be recommended by the Board, or by written notice to the Board, from an
129 active PNW/ABWM member.

130 C. Notice of any proposed amendment changes must be communicated to its members at
131 least thirty (30) days prior to the meeting at which it is to be presented for action.

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ARTICLE XII - DISSOLUTION OF THE ORGANIZATION

134 In the event of the dissolution of PNW/ABWM as an organization, and after all expenses are
135 paid, the monies, equipment, and files belonging to the Organization shall be distributed as
136 follows:

137 A. All monies related to the American Baptist Extension Corporation (ABEC) Scholarship
138 Endowment Fund shall be given to the ABWomen’s Ministries National Endowment
139 Fund.

140 B. All monies on hand available for payment of ongoing expenses and budgeted items shall
141 be given to ABW Ministries National Support Fund.

142 C. Any legal and official files/records pertaining to the organization shall be given to ABW
143 Ministries National Office.

144 D. The PNW/ABWM Board shall handle all distribution.