**BYLAWS FOR THE PROVINCIAL WOMEN’S BOARD**

These bylaws are intended as helps for understanding the mechanics of the PWB. They may be changed, deleted, or added to as desired by the board members without a change of the Constitution. PWB members are encouraged to make suggestions for additional bylaws as needs arise.

**I PWB MEETINGS**

Members traveling expenses to and from meetings shall be paid by the board. Travel by car: the current IRS mileage rate per mile for reimbursable church travel plus tolls, meals and lodging to attend meetings. Any other means of transportation: fare plus meals, receipt to be presented to the treasurer for reimbursement upon approval by the PWB President. These expenses may be less but not more than the current airfare. Meals while at board meetings are paid for by the board. Housing and meals during board meeting dates will be arranged by the PWB President. Board members may make their own housing arrangements elsewhere at their own expense.

**II NOMINATIONS AND ELECTIONS**

Provincial Synod elected board members: one from each region

Names shall be submitted to the synod nominating committee.

Inter-synodal board members: one from each region

Three members will be appointed by the PWB board, names to be submitted from each of the regions. Appointment shall be by majority.

Board members serve a four-year term commencing January 1st of the first year and ending on December 31st of the fourth year.

No PWB member may serve more than two consecutive terms. If completing someone’s term they are still eligible to serve two consecutive terms

The executive committee shall have the authority to fill by appointment vacancies occurring on the board.

**III OFFICERS OF THE PWB**

**President**

The president will preside at all PWB meetings and will attend the Inter-Provincial Women’s Board annual meeting. The president or a representative from the PWB shall attend the Provincial Synod.

**Vice-President**

The vice-president shall, in the absence of the president, assume the duties of that office and shall be either the PWB faith development coordinator or the PWB mission coordinator.

**Secretary**

The secretary shall write and send by email attachment the minutes of the meetings to all board members within one month after the meeting.

**Treasurer**

The treasurer shall be responsible for PWB finances.

**IV EXECUTIVE COMMITTEE**

The president, vice-president, secretary, and treasurer shall serve as the executive committee with power to conduct the business of the board. Three members shall constitute a quorum. The committee shall meet at least twice a year, may fill vacancies between elections and has the authority to spend money between board meetings when necessary.

**V PROGRAM AREAS**

Faith Development /Study Book

Mission Coordinator

Service Coordinator /Literature

**VI PRESIDENTS OF REGIONS**

Presidents will attend the spring PWB meeting. The presidents of the regions shall be responsible for a theme, scripture, corresponding hymns, sermon, and children’s chats for Moravian Women’s Sunday, **when the writer chooses not to**. The names and addresses of regional officers and local presidents as well as the Annual Regional Report shall be submitted to each member of the PWB at the spring meeting. Presidents are responsible for the PWB spring meeting arrangements when it is held in their region with approval of the PWB President.

**VII ATTENDANCE**

All members, by agreeing to be elected, make a commitment to be present at all meetings, regular and called, and to serve the board as requested by the president.

If a member finds she must be absent, she shall notify the president in advance of the meeting time.

If a member misses two consecutive meetings the PWB president shall call to see if a replacement is necessary.

Revised

10/ 2020