

# Sample Bylaws for Presbyterian Women in the Presbytery (PWP)

## Article I—Name

The name of this organization is Presbyterian Women in the Presbytery of \_\_\_\_\_.

## Article II—Purpose

Forgiven and freed by God in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves:

- to nurture our faith through prayer and Bible study,
- to support the mission of the church worldwide,
- to work for justice and peace, and
- to build an inclusive, caring community of women that strengthens the Presbyterian Church (U.S.A.) and witnesses to the promise of God's kingdom.

## Article III—Membership

All women within the presbytery who in any way choose to participate in, or be supportive of, Presbyterian Women in the Presbytery may be members.

## Article IV—Coordinating Team Election and Term of Office

### Section 1.

The elected leaders form a coordinating team for conducting the business of Presbyterian Women in the Presbytery.

### Section 2.

The search committee presents names of women to be elected to the coordinating team to the members of Presbyterian Women in the Presbytery at an annual gathering. Elected leaders of Presbyterian Women in the Presbytery must be members of the Presbyterian Church (U.S.A.).

### Section 3.\*

The term of office for all leaders is three years with the privilege of reelection for a second term.

### Section 4.

The leaders of Presbyterian Women in the Presbytery are moderator, vice moderator (or co-moderators), secretary, historian or secretary/historian, treasurer, PW cluster leaders (optional), the moderator of the search committee and racial ethnic members-at-large. Additional leaders may be members-at-large with specific responsibilities.

### Section 5.

A rotation system may be established so that approximately one-third of the leaders will be elected each year.

## Article V—Duties of Leaders

### Section 1.

The moderator, or one of the co-moderators, presides at all meetings of the coordinating team and at all gatherings of Presbyterian Women in the Presbytery where business is conducted. She is the key person to receive communications on behalf of the organization. The moderator, or one of the co-moderators, is the representative to the coordinating team of Presbyterian Women in the Synod. She also represents PW on the presbytery council, as appropriate. The moderator, or one of the co-moderators, is a voting representative at Churchwide Gatherings.

### Section 2.\*\*

The vice moderator presides in the absence of the moderator or at her request. If the office of moderator becomes vacant between elections, she completes the moderator's term. She assists the moderator as requested.

### Section 3.

The secretary maintains and preserves the working and historical records of Presbyterian Women in the Presbytery.

### Section 4.\*

The historian maintains and preserves historical records of PW in the Presbytery.

\***Note:** PW in the Presbytery may choose two-year term limits.

\*\***Note:** When co-moderators are elected, Article V, Section 2, is unnecessary.

### **Section 5.**

The treasurer has knowledge and understanding of all procedures regarding the receipts and disbursements of the operating funds of Presbyterian Women in the Presbytery. She receives from PW in the Congregations monies for all Celebration Giving (except the Leadership Endowment Fund, Widening the Circle Fund and World Day of Prayer) and forwards as scheduled to Presbyterian Women Remittance Processing, PO Box 643652, Pittsburgh, PA 15264-3652, *except for the amount of the Mission Pledge designated for the operating expenses of PW in the Presbytery and PW in the Synod.* She sends the treasurer of PW in the Synod the amount assigned for the operating budget of PW in the Synod. She makes an annual written financial report to the members of Presbyterian Women in the Presbytery.

### **Section 6.** (optional)

The PW cluster leader provides support and program resources to Presbyterian Women in the Congregations assigned to her. She is the direct link between Presbyterian Women in the Congregations and the coordinating team of Presbyterian Women in the Presbytery.

### **Section 7.**

The leadership coordinator relates to the PW in the Synod leadership coordinator and to PW cluster leaders, if this leadership model is used in the PWP. She is the link between cluster leaders, (or leaders of PWCs, if the cluster leader position is not utilized in the presbytery), and the coordinating team of PW in the Presbytery.

### **Section 8.**

The moderator of the search committee administers the work of the search committee and presents for election the women called to leadership positions for PW in the Presbytery.

### **Section 9.**

Racial ethnic members-at-large representing racial ethnic women in the presbytery bring their concerns to the coordinating team and encourage participation and involvement of racial ethnic women in PW.

### **Section 10.**

Members-at-large with specific responsibilities

are appointed or elected as necessary to help conduct the work of PW in the Presbytery.

## **Article VI—Duties of the Coordinating Team**

The coordinating team:

- plans for regular gatherings, cluster meetings and special interest gatherings of Presbyterian Women in the Presbytery
- identifies issues of concern to PW
- provides program support and resources through the PW cluster leaders (optional), PWP leadership coordinators, other PW leaders and related staff to Presbyterian Women in the Congregation
- identifies and appoints candidates to serve in special roles in the PWP, e.g., *Horizons* reps and Celebration Giving representatives
- provides for representative(s) to serve on presbytery council and on presbytery or ecumenical committees and projects, as appropriate

## **Article VII—Search Committee**

The search committee consists of at least three women, one of whom is the moderator of the committee. They are elected at an annual gathering of PW in the Presbytery. The term of office is three years. The moderator of the search committee is a member of the coordinating team. The responsibility of the search committee is to recommend persons to be called to leadership positions and to present them for election at the annual gathering of Presbyterian Women in the Presbytery.

## **Article VIII—Finances**

The program of Presbyterian Women in the Presbytery is financed by pledges of Presbyterian Women in the Congregations to the operating expenses of Presbyterian Women in the Presbytery. Quarterly, the treasurers of Presbyterian Women in the Congregations send the recommended amount to the treasurer of Presbyterian Women in the Presbytery.

\* **Note:** May be combined with Section 3 when secretary serves as historian.

### **Articles IX—Gatherings**

Presbyterian Women in the Presbytery meets at least annually, and more often, if appropriate. These gatherings are open to all women. The election and installation of leaders and approval of the budget is done in the context of the annual gathering of Presbyterian Women in the Presbytery. All members of PW attending this gathering are entitled to vote.

### **Article X—Amendments**

These bylaws may be amended at any annual gathering by a two-thirds vote of those present and voting, provided notice of the proposed amendments have been submitted, in writing, to Presbyterian Women in the Congregations at least 30 days prior to the gathering. These bylaws may also be amended by a three-fourths vote without prior notice. These bylaws may be suspended by a two-thirds vote of those present and voting, provided notice of such suspension has been submitted in writing to the members 30 days prior to the gathering at which it will be voted.

### **Article XI—Quorum**

The quorum for a gathering of Presbyterian Women in the Presbytery represents at least one-fourth of Presbyterian Women in the Congregation groups.

### **Article XII—Parliamentary Authority**

The rules contained in Robert's Rules of Order (Newly Revised) govern PW in the Presbyterian Church (U.S.A.) in all cases to which they are applicable and to which they are not inconsistent with the bylaws and the Constitution of the Presbyterian Church (U.S.A.). The body may choose to use a consensus method of decision making, when appropriate.