

Sample Bylaws for Presbyterian Women in the Synod (PWS)

Article I—Name

The name of this organization is Presbyterian Women in the Synod 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

Members of Presbyterian Women in the Synod are all women within the Synod who in any way choose to participate in or be supportive of Presbyterian Women in the Synod.

Article IV—Coordinating Team Election and Term of Office

Section 1.

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

Section 2.

The search committee presents names of women nominees for the coordinating team to the members of Presbyterian Women in the Synod at a gathering or by mail. Elected leaders of Presbyterian Women in the Synod are members of the PC(USA).

Section 3.

The term of office for all leaders is three years with the privilege of one reelection to the same office except for synod representatives to PW/CCT (see pages 5-1 and 5-2).

Section 4.

The leaders of Presbyterian Women in the Synod are moderator, vice moderator (or co-moderators), secretary, historian, treasurer, representative to the Churchwide Coordinating Team, PW leadership coordinator, the moderator of the search committee and racial ethnic members-at-large. Additional leaders may be members-at-large with specific responsibilities to carry out the work of PW as needed.

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 Synod where business is conducted. She is the key person to receive communications on behalf of PW in the Synod. The moderator, or one of the co-moderators, represents PW on the synod council, as appropriate. The moderator, or one of the co-moderators, is a voting representative at the PW Churchwide Gathering.

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 Synod.

Section 4.

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

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 Synod. She receives from Presbyterian Women in the Presbyteries the amount recommended to them for the operating budget of Presbyterian Women in the Synod.

Section 6.

The representative to the Churchwide Coordinating Team is the link between Presbyterian Women in the Synod and the Churchwide Coordinating Team.

Section 7.

The moderator of the search committee administers the work of the search committee and presents for election the women called to leadership positions for Presbyterian Women in the Synod.

Section 8.

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

Section 9.

Members-at-large with specific responsibilities are appointed or elected as necessary to help conduct the work of Presbyterian Women in the Synod.

Section 10.

The PW synod leadership coordinator relates to PW presbytery leadership coordinators to facilitate arrangements for leadership training within the synod.

Article VI—Duties of the Coordinating Team

The coordinating team

- serves as a communication link between PW coordinating teams at the presbytery and churchwide levels
- plans and implements training for PW leaders in consultation with the churchwide Leadership Enhancement Committee

- plans for regular gatherings of Presbyterian Women in the Synod
- forms committees and task groups, appointing women for special tasks as needed
- works with other women's constituencies in the synod and helps to plan synod-wide gatherings for all women in the synod
- ensures that a representative is provided to serve on synod council and on synod or ecumenical committees and projects, as appropriate
- identifies and appoints candidates to serve in special roles in the PWS, for example, *Horizons* representatives and Celebration Giving representatives

Article VII—Search Committee

The search committee consists of at least three women, each from different presbyteries within the synod. The term of office is three years. The responsibility of the search committee is to recommend persons to be called to leadership positions and to present them for election at a gathering of Presbyterian Women in the Synod or by mail ballot. The moderator of the search committee is a member of the coordinating team of Presbyterian Women in the Synod.

Article VIII—Finances

The program of Presbyterian Women in the Synod is financed through the amount recommended to Presbyterian Women in the Presbyteries within the bounds of the synod. The treasurers of Presbyterian Women in the Presbyteries send the recommended amount quarterly to the treasurer of Presbyterian Women in the Synod.

Articles IX—Gatherings

Presbyterian Women in the Synod meets at gatherings open to all women at least every three years. The election of leaders and approval of the budget is done in the context of a gathering of Presbyterian Women in the Synod or by mail ballot. All members of PW attending this gathering are entitled to vote.

Article X—Amendments

These bylaws may be amended at any gathering of Presbyterian Women in the Synod 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 Presbyteries 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 on.

Article XI—Quorum

The quorum for a gathering of Presbyterian Women in the Synod is members representing at least two-thirds of the presbyteries within the synod.

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.