

BY-LAWS

PRESBYTERIAN WOMEN IN THE PRESBYTERY OF CHARLESTON ATLANTIC

ARTICLE I

Name

This organization shall be known as Presbyterian Women in the Presbytery (PWP) of Charleston-Atlantic.

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 Presbytery (PWP) shall be all women within the presbytery who choose to participate in, or be supportive of Presbyterian Women in the Presbytery in any way.

ARTICLE IV

Leaders

All elected leaders of Presbyterian Women in the Presbytery (PWP) shall be members of the Presbyterian Church (U.S.A.).

Section 1. Leaders Elected by Presbyterian Women in the Presbytery.

The Moderator shall preside at Meetings of the Coordinating Team. In consultation with the Moderator Elect, the Moderator shall prepare an agenda for meetings; appoint chairs and members of standing committees unless specified under another provision of these by-laws; and, appoint chairs and members of special committees and task forces. She shall serve as an ex-officio member of committees and task forces with the exception of the

Search Committee. She shall be designated key contact person to receive communications on behalf of Presbyterian Women in the Presbytery. The Moderator shall also represent Presbyterian Women on the Presbytery Council. The Moderator shall be a voting representative at Churchwide gatherings. The Moderator shall provide the roster of newly elected leaders to the SCT Moderator, Synod office; and PW Program Assistant, Louisville. Annually, each fall, with the PCT, the moderator will complete and send a pledge form to the SCT Treasurer.

- b. **The Moderator Elect** in consultation with the Moderator shall participate in the preparation of agenda for meetings of Presbyterian Women in the Presbytery. She shall serve as an ex-officio member of committees and task forces with the exception of the Search Committee. She shall upon request of the Moderator preside at meetings. In the event the Moderator is unable to perform her duties the Moderator Elect shall perform the duties of the Moderator. In the event of resignation or death of the Moderator, the Moderator Elect shall assume the duties of the Moderator. Where practical and possible, the Moderator Elect shall succeed to the Office of Moderator when that office is vacated at the end of a term of service. To that end the Moderator Elect shall work closely with the Moderator throughout the Moderator's term in office. Moderator Elect shall work directly with Cluster Leader Coordinator to coordinate communication.
- c. **The Secretary/Historian** shall be responsible for correspondence, to record and to ensure the distribution of all minutes of meetings of the Coordinating Team. She shall compile and distribute an annual PW directory of all churches to the Presbytery, and shall also compile and distribute an annual PW report to Presbyterian Women in the presbytery. She shall assemble and maintain records and historical materials relating to Presbyterian Women in the Presbytery. She shall compile a written history of Presbyterian Women in the Presbytery and shall submit it to the Presbyterian Women in the Synod.
- d. **The Secretary/Historian in Training** shall be responsible for understanding all the procedures carried out by the Secretary/Historian and will be available to substitute for the Secretary/Historian whenever necessary. She will be elected during the second year of the existing Secretary/Historian's term and will automatically become Secretary/Historian without election at the end of her predecessor's term.
- e. **The Treasurer** shall have knowledge and understanding of the receipts and disbursements of the operating funds of Presbyterian Women in the Presbytery. She shall receive from Presbyterian Women in the Congregations the Celebration Giving pledges and forward these funds to the Central Treasury Corporation, except for the amount pledged for the operating expenses of Presbyterian Women in the Presbytery and Presbyterian Women in the Synod. She shall send the Treasurer of Presbyterian Women in the Synod the amount assigned for the operating budget of Presbyterian Women in the Synod. She shall make an annual written report to the members of Presbyterian Women in the Presbytery.
- f. **Treasurer in Training** will be responsible for understanding all procedures carried out by the Treasurer. She will be elected during the second year of the existing Treasurer's term and will automatically become Treasurer without election at the end of her predecessor's term.

g. Moderator of the Search Committee

1. Moderator of the Search Committee shall preside at meetings of the Search Committee. She shall distribute forms requesting leader recommendations to the Cluster Leaders for distribution to Presbyterian Women in the Congregations in preparing the slate of nominees for annual election.
2. A cumulative file of such recommendations shall be maintained by the Moderator of the Search Committee for use by ongoing and incoming Moderators of the Search Committee and their committee members.
3. Members of the Search Committee shall fulfill the functions of the Search Committee.
4. On behalf of the Search Committee, the Moderator of the Search Committee shall present to the Spring Annual Gathering the nominees for members-at-large, and nominees for vacancies on the Coordinating Team.

h. The Cluster Leader Coordinator shall relate to all PW Cluster Leaders within the Presbytery and to the Synod PW Leadership Development Specialist network and facilitate arrangements for PW Cluster Leader training within the Presbytery. She shall work with the Moderator Elect in coordinating activities. Responsibilities include:

1. Convening PW Cluster Leaders within the presbytery for a time of organization and sharing.
2. Reporting for and representing PW Cluster Leaders at PWP/CT meetings.
3. Maintaining a communication network with the Synod PW Leadership Development Specialist; noting address corrections and newly elected Cluster Leaders.
4. Acting as voting member of the coordinating team of Presbyterian Women in the Presbytery.

i. Cluster Leader shall provide program support to Presbyterian Women in the Congregations assigned to her and shall be the direct link between Presbyterian Women in the Congregations, the Cluster Leader Coordinator, and the Coordinating Team of Presbyterian Women in the Presbytery.

j. Members-at-Large with specific responsibilities shall be elected to help conduct the work of Presbyterian Women in the Presbytery.

1) **Celebration Giving Representative** shall be the key person to relate to the mission of the church, including ecumenical relations, global awareness and experiences. She shall ensure that each church in the PWP has a copy of the Celebration Giving mission booklet and encourage participation in mission projects. She shall receive reports from all PWP churches on mission activities and make an annual report of PW Missions to be distributed at the Annual PW Gathering and report to the national PW Missions office in Louisville, KY.

2) **Young Presbyterian Women/Racial Ethnic Women's Representative** shall be the representative for Presbyterian Women in their 20's and early 30's and racial ethnic women of all ages. She shall bring concerns of young women to the attention of PWP, share resources and information with the constituency of young PW, create avenues of access to young PW, solicit reports of participation by young women in PW, communicate with young women through their PW Cluster Leaders, participate in special programs for young women, and create publicity pieces for use by the PW

Cluster Leaders to encourage participation by young women in PW. She shall also bring the concerns of all racial ethnic women to the Coordinating Team and encourage participation and involvement of racial ethnic women in all levels of Presbyterian Women Churchwide.

- 3) **Horizons Advocate** shall insure that the PWP has up to date information on the *Horizons* Magazine and resource available, including by-monthly magazine, annual Bible Study and other PW resources. She shall arrange displays of materials at CT Gatherings.
- 4) **Spiritual Growth Leader/Church Employed Women** shall encourage other church employed women to actively participate in the leadership of PW at every level, discover and utilize the gifts of members of PW. She shall support the membership of women inclusive of all ages, races, and ethnicities so that it may reflect the rich diversity of the Presbyterian Church (U.S.A.). She shall assist as needed with devotionals at meetings of the Coordinating Team. She shall ensure that the Annual Gathering and Fall Helpshop provide spiritual enrichment for participants. She shall support the CT through prayers, education, global awareness and personal involvement.

Section 2. Terms of Office

The terms of office for all members of the Coordinating Team shall be two years, except for the Cluster Leader Coordinator and the Cluster Leaders who will serve for three years and the Celebration Giving Representative who will serve for three years. All members of the Coordinating Team shall have the privilege of reelection to a second term. Service for a period of two-thirds of any term shall constitute a full term.

A rotation system may be established so that approximately one-half of the leaders, except Cluster Leaders will be elected each year. Since the Cluster Leaders serve a three-year term, approximately one-third could be elected each year.

Section 3. Accountability

All elected leaders of Presbyterian Women shall be accountable to the Coordinating Team.

ARTICLE V

Coordinating Team

Section 1. Purpose

Presbyterian Women in the Presbytery exist to build community, affirm the call to leadership, raise issues and concerns, relate to Presbytery Council and to channel information to/from Presbyterian Women in the Congregation, Synod and Churchwide. Leaders shall work to fulfill the Purpose and Principles of Presbyterian Women.

Section 2. Membership

The Coordinating Team shall consist of the Moderator, Moderator Elect, Secretary/Historian, Treasurer, Cluster Leader Coordinator, Cluster Leaders, Moderator of the Search Committee, and Members-at-large representing Racial Ethnic Women/Young Women, Celebration Giving, *Horizons* Advocate and Spiritual Growth Leader/Church Employed Women.

Section 3. Meetings

The Coordinating Team shall meet as often as is necessary to fulfill its responsibilities, at least twice a year.

Section 4. Functions

The functions of the Coordinating Team shall be:

- a. To act as a visible witness for Presbyterian Women in the Presbytery.
- b. To determine specific issues of concern to Presbyterian Women.
- c. To plan for regular meetings and special interest gatherings in the Presbytery.
- d. To provide program support and resources, through Cluster Leaders and related staff, to Presbyterian Women in the Congregations.
- e. To create and maintain a style of shared leadership and teamwork.
- f. To ensure representation of Presbyterian Women on Presbytery Council and Presbytery or ecumenical committees and projects, as appropriate.
- g. To maintain accurate records, including minutes, and to transmit them to its successors.
- h. To submit a proposed budget at the Annual Gathering of Presbyterian Women in the Presbytery.
- i. To submit a slate of nominees at the Annual Gathering of Presbyterian Women in the Presbytery.

Section 5. Committees

The Search Committee shall consist of at least five women from different geographical areas, one of whom shall be the Moderator of the committee. They shall be called and elected at an Annual Gathering of Presbyterian Women in the Presbytery. It is suggested that one two-year term member shall be considered the Vice Moderator during her first year and she shall assume the position of Moderator of Search Committee during her second year. All members of the Search Committee may be invited to attend the meetings 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 VI

Gatherings and Elections

Section 1. Gatherings

Presbyterian Women in the Presbytery shall meet at least annually and more often if appropriate for the purposes of enrichment, nurture, challenge, education, and worship. These gatherings shall be open to all women in the congregations.

Section 2. Election of Coordinating Team

- a. On behalf of the Search Committee, the Moderator of the Search Committee shall submit a list of nominees at the Annual Gathering. All members of Presbyterian Women attending this Gathering shall be entitled to vote.
- b. Persons making nominations from the floor shall have obtained prior consent from the nominee and shall have secured two written recommendations for that nominee.
- c. A majority of votes cast shall be required for election.

Section 3. Budget

A proposed annual budget shall be presented by the Coordinating Team for adoption by the Presbyterian Women in the Presbytery attending the Annual Gathering.

Section 4. Quorum

A quorum for a Gathering of Presbyterian Women in the Presbytery shall represent at least one-third of the Churches within the Bounds of the Presbytery of Charleston-Atlantic.

ARTICLE VII

Giving Patterns for Presbyterian Women

Over and above her pledge to the local church, each woman who is a member of Presbyterian Women will be encouraged to participate in the following categories of giving:

Section 1. Celebration of Mission through Women's Pledges

- a. Women's mission support for the worldwide mission of the Presbyterian Church (U.S.A.) through the General Assembly mission budget.
- b. Operating budget of Presbyterian Women in the congregation, presbytery, synod and Churchwide levels.

Section 2. Celebration of Creative Ministries

- a. The Birthday Offering: In recognition of our heritage, predetermined proposal(s) will be selected and interpretive materials will be prepared. The offering will be received in the spring.

- b. The Thank Offering: An expression of thanksgiving in recognition of God's blessings to us will be received in the fall. At least forty percent (40%) of this offering will be used to support medical mission throughout the world. The balance of funds generated, up to sixty percent (60%) will be used for new creative areas of mission undesignated in advance. Specific projects will be selected from project proposals submitted.

Section 3. Celebration of Believers

These funds shall be used to support leader development of women:

- a. Presbyterian Women Honorary Life Memberships
- b. Recognition Gifts
- c. Memorial Gifts
- d. Special Fund

Section 4. Celebration of Christian Community

Presbyterian Women are encouraged to participate by giving to:

- a. Fellowship of the Least Coin
- b. Church Women United
- c. Denominational programs such as hunger prevention and peacemaking

ARTICLE VIII Parliamentary Authority

The rules contained in Roberts Rules of Order (*Newly Revised*) shall govern Presbyterian Women in the Presbytery in all cases to which they are applicable and to which they are not inconsistent with these By-Laws and the Constitution of the Presbyterian Church (U.S.A.).

ARTICLE IX Amendments

The Presbyterian Women in the Presbytery of Charleston-Atlantic shall operate under these By-Laws for a period of Three (3) years from the time of adoption. After that time, these by-laws may be amended at any Annual Gathering by a two-thirds (2/3) vote of those present and voting, provided the proposed amendment shall have been presented in writing to Presbyterian Women in the Congregation at least thirty (30) days prior to the Gathering. These By-Laws may be amended by a three-fourths (3/4) vote without prior notice.

ARTICLE X Suspension of By-Laws

These By-Laws may be suspended by a two-thirds (2/3) vote of those present and voting provide notice of such suspension has been submitted in writing to the members thirty (30) days prior to the Gathering.