



Adopted – 1987

Revised – 1991, 1995, 1998, 2004, 2005, 2007, 2008

**BYLAWS
PRESBYTERIAN WOMEN
SYNOD OF SOUTH ATLANTIC
PRESBYTERIAN CHURCH (U.S.A.)**

ARTICLE I – NAME

This organization shall be known as Presbyterian Women in the Synod of South Atlantic, Presbyterian Church (U.S.A.).

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

Section 1. Membership in Presbyterian Women in the Synod shall be open to all women within the Synod of South Atlantic who choose to participate in or be supportive of Presbyterian Women (hereinafter may be referred to in these bylaws as PW) in any way.

ARTICLE IV – RELATIONSHIP

Section 1. Presbyterian Women in the Synod is related to the Synod. The Moderator of Presbyterian Women in the Synod (hereinafter may be referred to in these bylaws as PWS) shall serve on the Synod as an ex officio member if she is a minister or an elder. If not, a qualified woman currently serving on the Presbyterian Women of the Synod Coordinating Team (hereinafter may be referred to in these bylaws as SCT) may be nominated by the SCT for confirmation by Synod.

Section 2. PW in the Synod is related to PW in the Presbyterian Church (U.S.A.). An elected representative of PWS shall serve on the Churchwide Coordinating Team (hereinafter may be referred to in these bylaws as CCT).

ARTICLE V – LEADERS, ELECTION AND TERM OF OFFICE

Section 1. Elected and appointed leaders.

- A. The elected leaders of the PWS shall be: Moderator; Vice-Moderator/Planner; Secretary/Historian; Treasurer; Representative to CCT; Moderator-Elect; Search Committee Moderator; Leadership Development Specialist; Racial Ethnic Member-at-Large; Justice & Peace Member-at-Large; Church-Employed Women Member-at-Large; and Treasurer- in-Training. A Moderator-Elect shall be elected at the end of the Moderator's second year and become Moderator at the end of the following year

without further election. A Treasurer-in-Training shall be elected at the end of the Treasurer's second year and become Treasurer at the end of the following year without further election.

- B. After recommendation by the Search Committee and approval by SCT Executive Committee, additional ad hoc members may be appointed for specific purposes and to fill unexpired terms.
- C. All leaders are accountable to the SCT and to PWS.

Section 2. The elected leaders of the SCT shall be divided into three groups which shall be presented by the Search Committee in successive years as follows:

Spring Prior to Synod Gathering Group 1	Synod Gathering Group 2	2nd Spring After Synod Gathering Group 3
Search Committee Moderator	Moderator-Elect	Moderator *
Representative to CCT Vice-Moderator/Planner	Treasurer-in-Training Justice and Peace Member at Large	Treasurer * Secretary/Historian
Racial/Ethnic Member at Large		Leadership Development Specialist Church Employed Women Member at Large
		* Taking office but previously elected

Section 3. Election

A. The SCT Search Committee shall present a slate of nominees to be elected by voting delegates (Article XI, Section 2) at the Triennial PWS Gathering business meeting, or by mail ballot by Presbytery. The slate of nominees shall be mailed to each Moderator of the Coordinating Team of the Presbyterian Women in the Presbyteries of the Synod (PWPCT) in December of each year with no Triennial PWS Gathering. The PW in the Presbyteries will hold elections for SCT leaders between January and May 9 of the following year at their Annual Gathering business meetings, and report the results to the Search Committee Moderator no later than May 15.

B. Terms of office:

1. Elected leaders will assume office on July 1 following their election and will serve for a term of three years.
2. Exceptions:
 - a. Moderator-Elect will serve during the third year of the Moderator's term and become Moderator the following year without further election.
 - b. Treasurer-in-Training will serve during the third year of the Treasurer's term and become Treasurer without further election on January 1 under the rotation of Group 3.

- c. The Search Committee Moderator and Vice-Moderator/Planner will serve a three-year term from January 1 through December 31 starting in the calendar year following their election.
- 3. Appointed ad hoc members will serve for the time needed to complete their assignments, not to exceed three years.
- C. Leaders may not hold more than one office on the SCT at the same time nor serve succeeding terms in the same elected position; however, a woman elected by the SCT to serve an unexpired term shall be eligible for election to the SCT in the following full term.
 - D. Persons may be nominated from the floor provided:
 - 1. Prior consent has been given by the nominee;
 - 2. Three letters of reference have been completed;
 - 3. Search Moderator and PWS Moderator have been notified and have received the above written information two weeks in advance.

Section 4. Vacancies:

- A. A leader who moves out of the Synod shall no longer be a member of the SCT.
- B. When a vacancy occurs, the Search Committee shall recommend a replacement to be elected by the SCT by mail or voice vote. The replacement will serve until the next election when she may or may not be nominated for election to a full term.

ARTICLE VI – RESPONSIBILITIES OF SCT MEMBERS

Section 1. Moderator shall:

- A. Preside at SCT meetings and PWS Gathering where business is conducted;
- B. Appoint committee members to standing committees and serve as an ex officio member of all committees except the Search Committee;
- C. Coordinate activities and responsibilities of SCT including the annual installation of leaders;
- D. Mail proposed agenda to the SCT members before each meeting or gathering;
- E. Receive communications on behalf of PWS;
- F. Represent PWS on the Synod with voice and vote (refer to Article IV, Section 1);
- G. Be a voting representative at Churchwide Gatherings;
- H. Visit each Presbytery at least once during her term;
- I. Appoint (as in Article V, Section 1, B.) any additional ad hoc members needed for the work of PWS;
- J. Appoint representatives to Church Women United, Columbia Friendship Circle, Mission Haven and other organizations as needed.

Section 2. Vice-Moderator/Planner shall:

- A. Become familiar with responsibilities of the Moderator and serve in her absence or as requested;
- B. Call, chair and send notifications for all PWS Gathering Planning team meetings;
- C. Appoint PWS Gathering Planning Team (in consultation with PWS Moderator) and assign responsibilities;
- D. Prepare PWS Gathering budget in consultation with the Planning Team, sign all necessary contracts and contact speakers with arrangements;
- E. File a final report following the Triennial PWS Gathering with the SCT;
- F. Keep a master calendar of Churchwide, Synod and Presbytery events for the purpose of avoiding conflicts of time or place.

Section 3. Secretary/Historian shall:

- A. Record attendance and minutes at meetings of SCT;
- B. Send out minutes within two weeks after meetings to all SCT members and to the Synod Office; permission may be requested for a time extension if needed.
- C. Coordinate (with local arrangement committee) the mailing of notices of each meeting to SCT members (including response cards) one month prior to the set date;
- D. Compose and send correspondence as requested by the Moderator;
- E. Compile actions annually for historical record under topics designated by the CCT and send to the appropriate archives and the Synod Office.

Section 4. Treasurer shall:

- A. Receive and deposit monies in bank approved by SCT;
- B. Disburse funds according to the budget or as authorized by the SCT;
- C. Keep accurate financial records and submit written reports to the SCT at regular meetings;
- D. Present an annual report and financial records at the end of the fiscal year;
- E. Serve on the Finance Committee and assist in preparing the annual budget;
- F. Send copies of budget and financial examination report to Synod Office.

Section 5. Representative to Churchwide CT shall:

- A. Represent PWS on the CCT;
- B. Following each CCT meeting, provide written reports communicating churchwide concerns, information and resources to the SCT Moderator and to each PWP Moderator;

- C. Serve as liaison between CCT and SCT;
- D. Fulfill all responsibilities as assigned by CCT.

Section 6. Moderator-Elect shall:

- A. Make use of every opportunity to prepare for her term as Moderator;
- B. Assist the Moderator as requested;
- C. Perform other duties as assigned by the SCT.

Section 7. Search Committee Moderator shall:

- A. Preside over the work of the Search Committee as leaders for election or appointment are recommended;
- B. Distribute forms requesting leader recommendations to PW groups in the presbyteries for use in preparing the slate of nominees for annual elections;
- C. Keep names of suggested leaders on file;
- D. Prepare a list of names and short biographies on the nominees for the coming election and distribute it to the PWP Moderators by December 1 in the years that candidates are elected at spring PWP meetings and 30 days prior to PWS Gathering. Include blank recommendation forms with job descriptions of leaders needed for the following term;
- E. Submit names of newly elected leaders to Synod Office; and PW Program Assistant, Louisville.

Section 8. Leadership Development Specialist shall:

- A. Plan and execute all PW leadership training events with the Presbytery and Synod PW planning committees and adhere to guidelines from the CCT Leadership Enhancement Committee;
- B. Assist presbyteries with PW leadership training as required, expenses to be shared by PWP and SCT;
- C. Strengthen the PW leadership development network within the Synod of South Atlantic;
- D. Be accountable to and annually submit a written report to the SCT and Churchwide PW Leadership Enhancement Committee.

Section 9. Members-at-Large shall:

- A. Racial Ethnic:
 - 1. Study the scriptural witness to inclusiveness;
 - 2. Educate the SCT regarding concerns of diverse racial ethnic women;
 - 3. Develop relationships with and an understanding of groups of racial ethnic women;
 - 4. Encourage participation and involvement in PW of all racial ethnic women.

B. Justice and Peace:

1. Study the scriptural witness to peacemaking with justice;
2. Participate in the PC (U.S.A.) peacemaking effort;
3. Study the issues and inform the SCT of issues pertaining to peace with justice particularly when it concerns women and children.

C. Church-Employed Women:

1. Study the scriptural witness to equitable and just employment practices;
2. Educate the SCT regarding concerns of women employed by the church;
3. Raise awareness; encourage support systems and networks; provide resources; and share information with women employed by the church.

Section 10. Moderators of PW in the Presbyteries shall:

- A. Represent concerns of PW in the Presbyteries;
- B. Participate in planning Presbytery PW leadership events and other gatherings; notify the SCT Vice-Moderator/Planner of time and place of PWP leadership events and other gatherings;
- C. Be a communication link between SCT and their own PCT and PW groups at the Presbytery level;
- D. Serve on committees as assigned by the SCT Moderator;
- E. Report on current PWP activities as requested;
- F. Provide copies of current PWP Directory as requested;
- G. Provide roster of newly elected leaders to SCT Moderator; Synod office; and PW Program Assistant, Louisville;
- H. Report results of Synod elections, held in the Presbyteries, to SCT Search Committee Moderator immediately after the election at the PWP Annual Gathering, no later than May 15;
- I. Annually, each fall, with the PCT, complete and send a pledge form to the SCT Treasurer.

ARTICLE VII – COORDINATING TEAM RESPONSIBILITIES

Section 1. The SCT shall consist of elected leaders, ad hoc members and the PW Moderators.

Section 2. The SCT shall:

- A. Implement the purpose of PW in the Synod;
- B. Serve as a communication link between PW Coordinating Teams in the Presbytery and churchwide levels *re*: information, issues, resources and needs;
- C. Be responsible for proposing annual budget and authorizing expenditures;

- D. Plan and implement regular PWS Gatherings;
- E. Form committees as needed for PWS work;
- F. Provide ecumenical perspective and support.

Section 3. The SCT shall meet at least twice a year following the CCT meetings.

Section 4. A quorum for SCT meetings shall be fifteen members.

ARTICLE VIII – EXECUTIVE COMMITTEE

Section 1. The executive Committee shall consist of the Moderator, Vice-Moderator/Planner, (Moderator-Elect), Secretary, Treasurer and Representative to CCT. It shall:

- A. Act on items of immediate business arising between meetings and report decisions to the entire SCT as soon as possible;
- B. Make decisions by meeting, mail or by conference call;

Section 2. A quorum shall be three members.

ARTICLE IX – STANDING COMMITTEES

Section 1. Standing Committees shall be:

- A. The SCT Search Committee shall be composed of the Search Committee Moderator and one-half of the PWP Moderators (or their alternates) who will serve a three-year term commencing at the spring meeting following the PWS Gathering. The Search Committee shall meet in conjunction with SCT meetings. Those serving on the current Search Committee shall be ineligible for nomination.
- B. The Finance Committee and its chair shall be appointed by the SCT Moderator and the committee shall consist of the SCT Treasurer and four members of the SCT, two of whom must be PWP Moderators.
- C. The Bylaws Committee and its chair shall be appointed by the SCT Moderator and the committee shall consist of at least three members.
- D. The PWS Gathering Planning Team shall be chaired by the SCT Vice-Moderator/Planner who shall appoint (in consultation with the SCT Moderator) a committee composed of Assistant Director, Registrar/Treasurer, Leadership Development Specialist, Publicity Chair, and others as needed.
- E. The PWS Gathering Planning Committee and its chair shall be appointed by the SCT Moderator and shall include the SCT Vice-Moderator/Planner, CCT Representative, SCT Moderator-Elect when applicable, and others as needed.

Section 2. Other Standing Committees or special committees may be appointed as needed.

ARTICLE X – FINANCES

Section 1. PWS shall be funded by monies received from PW in the Presbyteries.

Section 2. The proposed budget for the year shall be submitted by the Finance Committee for approval at the fall SCT meeting and copies sent for information to PW in the Presbyteries and Synod Office.

Section 3. Expenses not budgeted shall be approved for payment by the SCT or the Executive Committee.

Section 4. The financial statements and records shall be examined annually and the examination report presented for acceptance by the SCT. The examination may be performed by a committee of three appointed by the PWS Moderator from the SCT. An exception shall be the treasurer's outgoing year when a non-member examiner shall be obtained. A copy of the report shall be filed for information with the Synod Office.

Section 5. The fiscal year shall be January 1 to December 31.

ARTICLE XI – GATHERINGS

Section 1. The PWS Gathering shall be held at least every three years for the purpose of enrichment, nurture, challenge, education, worship, training of PW leaders and all necessary business. Additional business meetings or gathering may be called in other years as needed. The time, date and place of these meetings shall be determined by the SCT.

Section 2. The voting delegates at the business sessions of the PSW Gathering or called meetings shall be as follows:

- A. Three representatives from each Presbytery, one of whom shall be the Moderator or her designee;
- B. One additional delegate from each Presbytery having more than 75 churches;
- C. Elected and appointed leaders of the SCT.

Section 3. A quorum for a business meeting of PWS shall be a majority of the voting delegates with at least one-half of the presbyteries represented and a majority of the elected and appointed SCT members.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The Robert Rules of Order, Newly Revised, shall govern PWS in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which the SCT may adopt.

ARTICLE XIII – AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds vote of the delegates at any business meeting of PWS of South Atlantic, provided notice of the proposed amendment has been submitted in writing to the Presbyterian Women in the Congregations at least 30 days prior to the meeting. These bylaws may also be amended by a three-fourths vote without prior notice. Adoption of these amendments may be accomplished by mail voting after approval by the SCT.

Section 2. All proposed amendments shall be submitted in writing for the approval of the SCT.

Section 3. A revision of these bylaws may be called for and approved by the SCT, after which it may be adopted by the same procedure required for amendments (Article XIII, Section 1).

ARTICLE XIV – DISSOLUTION

In the event that PWS should disband, funds remaining in the treasury after all financial obligations have been met shall be transferred to the CCT.

STANDING RULES

1. The mileage for SCT members attending stated SCT meetings shall be reimbursed at a rate determined by the Financial Committee. If members are within 300 miles of the meeting place they are asked to drive, if possible, and car pooling is recommended. All expenses will be submitted on official vouchers with supporting bills when available.
2. Accompanying roommates or spouses shall pay their own expenses.
3. Meal expenses will be paid for only the SCT member at the approximate rate of Breakfast- \$6.00, Lunch - \$7.00, Dinner - \$12.00. Total not to exceed \$25.00 per day.
4. The SCT will pay nightly lodging for SCT members and approved guests, including an extra night if it enables taking advantage of a lower air fare or makes car travel more feasible.
5. The Honorarium paid to invited leaders of the PWS Gathering shall be determined by the PWS Gathering Planning Committee. The PWS Gathering Planning Team shall coordinate travel arrangements if possible and room and board shall be provided by the PWS Gathering Registrar/Treasurer.
6. Room and board for three nights and travel expenses will be paid for elected SCT members to attend the triennial PWS Gathering.
7. Room and board for one night and travel expenses will be paid for PWP Moderators to attend the triennial PWS Gathering. Presbytery PW funds are expected to cover or help with the rest of the expenses.
8. Voting delegates from Presbyteries other than elected SCT members and PWP Moderators do not receive reimbursement for any expenses from the SCT. Presbytery PW funds are expected to cover or help with these expenses, or delegates can apply for a gathering scholarship.
9. All Gathering Planning Team room, board, travel, and registration fees will be paid for the triennial PWS Gathering.
10. Multi-presbytery events shall raise finances to cover the expenses of specified events.
11. These Standing Rules may be amended by a two-thirds vote of the SCT.

KEY TO ABBREVIATIONS FOUND IN THESE BYLAWS

1. PW – Presbyterian Women
2. PWC – Presbyterian Women in the Congregations
3. PWP – Presbyterian Women in the Presbytery
4. PWS – Presbyterian Women in the Synod
5. CT – Coordinating Team
6. PCT – Presbytery Coordinating Team
7. SCT – Synod Coordinating Team
8. CCT – Churchwide Coordinating Team