

Presbyterian Women

BYLAWS

**Synod of the Mid-Atlantic
Presbyterian Church (U.S.A.)**

Presbyterian Women Bylaws

Synod of the Mid-Atlantic, Presbyterian Church (U.S.A.)

ARTICLE I – *Name*

The name of this organization shall be Presbyterian Women (PW) in the Synod of the Mid-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*

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

ARTICLE IV – *Coordinating Team Election and Term of Office*

All elected leaders of Presbyterian Women in the Synod of the Mid-Atlantic shall be members of the Presbyterian Church (U.S.A.) and shall live within the bounds of the Synod of the Mid-Atlantic.

Section 1 The leaders shall form a Coordinating Team (CT) for conducting the business of Presbyterian Women in the Synod of the Mid-Atlantic. The members of the CT shall be Moderator, Moderator-Elect, Vice Moderator, Secretary, Historian, Treasurer, Synod Representative to the Presbyterian Women, Inc. Board of Directors (Churchwide Coordinating Team), Racial Equity Member-at-Large, and Moderator of the Search Committee. The Moderator, a Co-Moderator, a Vice Moderator, or another designated representative from each PW in the Presbytery within the bounds of the Synod shall also serve on the Coordinating Team of Presbyterian Women in the Synod. Additional leaders may include Members-at-Large to carry out specific responsibilities of Presbyterian Women as needed.

Section 2 The Synod Coordinating Team shall meet at least three (3) times each year to fulfill its responsibilities.

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Section 3 The Search Committee shall present names of women to be elected to the Presbyterian Women Coordinating Team at the Synod of the Mid-Atlantic PW Summer Gathering. Election of leaders shall be held at this Gathering. The Search Committee shall submit nominees to the Coordinating Team when vacancies occur in positions between Gatherings. The Coordinating Team shall elect and install the leader(s) to fill these vacancies.

Section 4 To establish a rotation system of leadership, approximately one-third (1/3) of the leaders shall be elected each year of a triennium, with consideration given to geographical representation. The Moderator, Secretary, Synod Representative to the Presbyterian Women, Inc. Board of Directors (Churchwide Coordinating Team), and Moderator of the Search Committee shall be elected the first year. The Historian, Treasurer, and two (2) members of the Search Committee shall be elected the second year. The Moderator-Elect, Vice Moderator, Racial Equity Member-at-Large, and two (2) members of the Search Committee shall be elected the third year.

Section 5 The newly elected leaders shall be installed at the same Gathering at which they are elected and shall assume office at the close of the Gathering. The retiring leaders shall provide orientation and shall transfer to their successors all books and papers pertaining to their respective offices within a maximum of forty-five (45) days following the election and installation. Leaders elected by the Coordinating Team shall be installed upon election and assume office.

Section 6 The term of office for the Moderator and the Synod Representative to the Presbyterian Women, Inc. Board of Directors (Churchwide Coordinating Team) shall be three (3) years, without the privilege of re-election to the same office. All other leaders, except the Moderator-Elect, shall be eligible for a second term in the same position, as long as the terms are not served consecutively. The term of office of the Moderator-Elect shall be one (1) year.

ARTICLE V – *Duties and Responsibilities of Leaders*

Section 1 The Moderator

- a. shall supervise (in consultation with the Vice Moderator, the Synod Representative to the Presbyterian Women, Inc. Board of Directors (Churchwide Coordinating Team), and other members of the Coordinating Team, as appropriate) the preparation of agendas for meetings of the Coordinating Team and for Gatherings of Presbyterian Women in the Synod of the Mid-Atlantic;
- b. shall preside at all meetings of the Coordinating Team and at all Gatherings of Presbyterian Women in the Synod of the Mid-Atlantic where business is conducted;
- c. shall appoint a parliamentarian;

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- d. shall receive all communications on behalf of Presbyterian Women in the Synod of the Mid-Atlantic;
- e. shall serve as ex-officio member of all committees except the Search Committee;
- f. shall be a Voting Representative at the Churchwide Gathering;
- g. shall represent Presbyterian Women at meetings of the Synod of the Mid-Atlantic;
- h. shall encourage and facilitate leadership development for all leaders of Presbyterian Women in the Synod of the Mid-Atlantic;
- i. shall support the inclusion of the mission emphasis and major concerns for peace and justice of the Churchwide Coordinating Team in the life and program of Presbyterian Women in the Synod of the Mid-Atlantic;
- j. shall encourage relationship with appropriate ecumenical bodies, i.e., Church Women United;
- k. shall assume the primary responsibility for communication and a working relationship with the national Presbyterian Women, Inc. staff;
- l. shall maintain a communication link with the Moderator of the national Presbyterian Women, Inc. and the Moderators of Presbyterian Women in the Presbyteries in the Synod;
- m. as the ex-officio member of the Summer Gathering Planning Team, shall ensure that the Planning Team follows the Summer Gathering Guidelines and that updates on the Planning Team's work be included in her written report to the Synod CT at every meeting;
- n. shall remind the Summer Gathering Planning Team Treasurer that expenses shall be paid for only one co-chair/co-coordinator per position (as per the Summer Gathering Guidelines);
- o. shall provide information relative to the work of the Moderator to her successor;
- p. shall prepare a written annual report and submit it to the Synod Assembly at its annual meeting and to Presbyterian Women in the Synod of the Mid-Atlantic at the Synod Summer Gathering;
- q. shall sign checks in the absence of the Treasurer (in an emergency situation).

Section 2 The Moderator-Elect

- a. shall make a thorough study of the work of Presbyterian Women in the Synod of the Mid-Atlantic, with guidance from the Moderator.

Section 3 The Vice Moderator

- a. shall become familiar with the responsibilities of the Moderator and preside in her absence or at her request;
- b. shall assist the Moderator as requested;

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- c. shall complete the Moderator's term if the office of Moderator becomes vacant between elections;
- d. shall assist in the preparation of agendas for meetings of the Coordinating Team and for Gatherings of Presbyterian Women in the Synod, as appropriate;
- e. shall be the Synod Presbyterian Women Leadership Coordinator and chair the Leadership Development Committee;
- f. shall represent Presbyterian Women at meetings of the Synod of the Mid-Atlantic when the Moderator is unable to attend.

Section 4 The Secretary

- a. shall keep and preserve minutes of all meetings and gatherings;
- b. shall mail/email minutes to the Moderator within two (2) weeks after each Coordinating Team meeting and to each member of the Coordinating Team within thirty (30) days after the meeting;
- c. shall mail/email notices of meetings to members of the Coordinating Team;
- d. shall furnish members of the Coordinating Team with copies of Bylaws, Standing Rules, and other documents required for performance of their duties;
- e. shall send a roster of the names and contact information of the Synod of the Mid-Atlantic Presbyterian Women Coordinating Team to the Synod Office, to the Coordinating Team members, and to the national Presbyterian Women, Inc. staff;
- f. shall assist the Moderator with correspondence.

Section 5 The Historian

- a. shall request annual histories (program year reports) and statistical reports from each Presbytery in the Synod;
- b. shall assemble the history of Presbyterian Women in the Synod of the Mid-Atlantic, including facts, brochures, programs, and photographs of Presbyterian Women in the Synod of the Mid-Atlantic;
- c. shall write the history for the calendar year based on the above information;
- d. shall submit the PW history and the Presbytery PW histories to the Records Archivist, Presbyterian Historical Society, 425 Lombard Street, Philadelphia, PA 19147-1516;
- e. shall keep a hard copy of the synod history in the Historian's file and shall make it available at Gatherings of Presbyterian Women in the Synod of the Mid-Atlantic;
- f. shall submit a copy of the Synod PW history, including a brief summary of the histories of Presbyterian Women in the Presbyteries, to the office of the national Presbyterian Women, Inc.;

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- g. shall assist the Moderator in preparing a display of activities for gatherings of Presbyterian Women in the Synod of the Mid-Atlantic and for other events, as requested;
- h. shall provide ongoing training and resources for the Presbytery Historians and shall attend leadership and training events;
- i. shall lead a brief memorial service/service of necrology at the PW Synod Summer Gathering;
- j. shall maintain a working file for her successor which shall include an electronic copy of the presbytery statistical reports, an electronic copy of the presbytery histories, and a hard copy and an electronic copy of the synod histories.

Section 6 The Treasurer

- a. shall receive all monies of Presbyterian Women in the Synod of the Mid-Atlantic;
- b. shall disburse monies according to the annual budget or as authorized by the Coordinating Team of Presbyterian Women in the Synod of the Mid-Atlantic;
- c. shall keep accurate financial records of receipts and disbursements of Presbyterian Women in the Synod of the Mid-Atlantic;
- d. shall submit financial records for audit at the end of the fiscal year to an appointed Financial Review Committee of the Coordinating Team of Presbyterian Women in the Synod of the Mid-Atlantic;
- e. shall submit the following regular reports to the Coordinating Team: Treasurer's Report, Profit and Loss, and Presbyteries' Support for Synod;
- f. shall submit an annual report, preferably typewritten, as well as a copy of the report of the Financial Review Committee, to the Coordinating Team of Presbyterian Women in the Synod of the Mid-Atlantic;
- g. shall chair the Finance Committee.

Section 7 The Synod Representative to the Presbyterian Women, Inc. Board of Directors (Churchwide Coordinating Team)

- a. shall provide direct linkage between the Coordinating Team of Presbyterian Women in the Synod of the Mid-Atlantic and the Presbyterian Women, Inc. Board of Directors (Churchwide Coordinating Team);
- b. shall be elected for a three-year term according to the rotation schedule established in the Presbyterian Women, Inc. Board of Directors (Churchwide Coordinating Team) Bylaws and shall not be eligible for re-election to a second term;
- c. shall reside within the bounds of the Synod;
- d. shall provide a written report to the Coordinating Team of Presbyterian Women in the Synod of the Mid-Atlantic following each meeting of the Presbyterian Women, Inc. Board of Directors (Churchwide Coordinating Team).

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Section 8 The Racial Equity Member-at-Large

- a. shall bring concerns of racial ethnic women to the attention of Presbyterian Women;
- b. shall encourage participation and involvement of racial ethnic women in Presbyterian Women in the Synod of the Mid-Atlantic;
- c. shall coordinate programming and workshops at the presbytery and congregation level, when requested;
- d. shall compile and maintain a data base of diverse women for positions of leadership and provide the information to the Search Committee on a regular basis;
- e. shall represent the Coordinating Team of Presbyterian Women in the Synod of the Mid-Atlantic on the Racial Equity Dialog (RED) of the Synod of the Mid-Atlantic Presbyterian Women.

Section 9 The Moderator of the Search Committee

- a. shall call and preside at meetings of the Search Committee;
- b. shall present the nominees for vacancies on the Coordinating Team to the Synod PW Coordinating Team and then to the Synod PW Summer Gathering;
- c. shall present nominees to the Coordinating Team of Presbyterian Women in the Synod of the Mid-Atlantic in the event that vacancies occur between Gatherings;
- d. shall maintain the “History of PW Leaders” by presbyteries.

Section 10 The Members-at-Large with Specific Responsibilities

- a. shall help to conduct the work of Presbyterian Women, as needed;
- b. shall be appointed by the Moderator and approved by the Coordinating Team;
- c. shall serve for the period of time needed to complete assigned tasks.

ARTICLE VI – *Duties and Responsibilities of the Coordinating Team*

The Coordinating Team

- a. shall serve as a communication link between Presbyterian Women Coordinating Teams at the Presbytery and national Presbyterian Women, Inc. levels regarding information, issues, resources, and needs;
- b. shall plan and implement Presbyterian Women Leadership Training, in consultation with the Presbyterian Women, Inc. Board of Directors (Churchwide Coordinating Team);
- c. shall plan and implement regular Gatherings of Presbyterian Women in the Synod of the Mid-Atlantic;

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- d. shall form committees and task forces and appoint women to special tasks, as needed;
- e. shall be responsible for preparation of the annual budget and authorization of expenditures;
- f. shall work with other women's constituencies in the Synod and help to plan Synod-wide Gatherings for all women of the Synod of the Mid-Atlantic;
- g. shall be an advocate for membership of Presbyterian Women Moderators on the appropriate boards of governing bodies;
- h. shall maintain a working relationship with the national Presbyterian Women, Inc. staff.

ARTICLE VII – Committees

Section 1 Search Committee (elected)

- a. shall consist of at least five (5) women, each from a different Presbytery within the Synod of the Mid-Atlantic, and with consideration given to geographical representation;
- b. shall prepare and distribute forms and letters in order to secure a broad range of Presbyterian Women for leaders;
- c. shall receive recommendations for leaders from Presbyterian Women in congregations, presbyteries, and the Synod;
- d. shall receive biographical information from each woman who is being considered for office;
- e. shall receive three (3) written references pertaining to the qualifications for each woman being considered for a particular leadership position;
- f. shall prepare a list of nominees reflecting the diversity of Presbyterian Women for presentation to the Synod of the Mid-Atlantic Summer Gathering participants;
- g. shall nominate a candidate for each of the following leadership positions: Moderator, Moderator-Elect, Vice Moderator, Secretary, Historian, Treasurer, Synod Representative to the Presbyterian Women, Inc. Board of Directors (Churchwide Coordinating Team), Racial Equity Member-at-Large, Moderator of the Search Committee, and Members of the Search Committee;
- h. shall send names of nominees to the Presbytery PW Moderators and to other members of the Synod of the Mid-Atlantic PW Coordinating Team at least sixty (60) days prior to the election.

Section 2 Bylaws Committee

- a. shall be appointed by the Moderator each year;
- b. shall maintain the "Synod of the Mid-Atlantic Presbyterian Women Handbook" (which includes five sections: Synod PW Bylaws, Standing

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- Rules, Finance and Budget Guidelines, Synod Summer Gathering Guidelines, and Scholarship Information) for all members of the Coordinating Team;
- c. shall regularly review the handbook and present any revisions to the Coordinating Team;
 - d. shall be chaired by the Secretary of Presbyterian Women in the Synod of the Mid-Atlantic.

Section 3 Finance Committee

- a. shall be appointed by the Moderator each year;
- b. shall be composed of the Treasurer and three (3) members representing different presbyteries within the Synod, with consideration given to geographical representation;
- c. shall review current financial reports and prepare and interpret the budget;
- d. shall submit the budget at the March meeting of the Coordinating Team prior to the Gathering at which Presbyterian Women in the Synod of the Mid-Atlantic will vote on the adoption of the budget;
- e. shall be chaired by the Treasurer of Presbyterian Women in the Synod of the Mid-Atlantic.

Section 4 Justice, Peace, and Missions Committee

- a. shall be appointed by the Moderator each year;
- b. shall promote advocacy for justice and peace at the synod and presbytery levels;
- c. shall work to inform the Synod CT about current issues of social and human rights injustices;
- d. shall participate with presbyteries regarding social concerns including hunger, gun violence, welfare, immigration, human trafficking, discrimination, and other issues of injustice;
- e. shall encourage PW's participation and assistance with measures that can restore justice.

Section 5 Leadership Development Committee

- a. shall be appointed by the Moderator each year;
- b. shall plan and provide leadership training events, as appropriate;
- c. shall secure locations, leaders, and materials for leadership training events, while attempting to keep expenditures affordable;
- d. shall be chaired by the Vice Moderator of Presbyterian Women in the Synod of the Mid-Atlantic.

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Section 6 Spiritual Nurture Committee

- a. shall be appointed by the Moderator each year;
- b. shall lead opening and closing devotions for Coordinating Team meetings, gatherings, or other occasions, as directed;
- c. shall encourage and promote fellowship among members of the Synod CT;
- d. shall share written or oral information to promote spiritual growth;
- e. shall acknowledge birthdays, illnesses, deaths, or other occasions with appropriate cards, phone calls, or other communications, while informing other members of the Synod CT of these occurrences.

Section 7 Executive Committee

- a. shall be composed of the elected members of the Synod of the Mid-Atlantic PW Coordinating Team;
- b. shall be empowered to act in emergency situations.

ARTICLE VIII – *Finances*

Section 1 The program of Presbyterian Women in the Synod of the Mid-Atlantic shall be financed by Presbyterian Women in the Presbyteries within the bounds of the Synod by use of the Mission Pledge Form. The Treasurer of PW in the Synod of the Mid-Atlantic shall receive these monies from the Treasurers of PW in the Presbyteries by December 10 in a given year.

Section 2 Quarterly payments may be made on March 10, June 10, September 10, and December 10.

Section 3 The fiscal year of Presbyterian Women in the Synod of the Mid-Atlantic shall be January 1 through December 31.

ARTICLE IX – *Gathering and Voting*

There shall be a Gathering of Presbyterian Women in the Synod of the Mid-Atlantic at least once each year to which all women in the Synod are invited. The Gathering shall be for the purposes of enrichment, nurture, challenge, education, and worship. Within the context of the Gathering, there shall also be a meeting to conduct necessary business which shall include election of leaders and adoption of a budget. Each member of PW in the Synod who is registered and present at the Synod PW Summer Gathering shall have the right to vote.

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ARTICLE X – Amendments

Section 1 These bylaws may be amended at a Business Meeting of Presbyterian Women in the Synod of the Mid-Atlantic by a two-thirds (2/3) vote of those present and voting, provided that the amendment(s) has/have been submitted, in writing, to the Synod PW Coordinating Team at least sixty (60) days prior to the Business Meeting and provided that the Presbytery PW Moderators have submitted the amendment(s), in writing, to the local congregations at least thirty (30) days prior to the Business Meeting. These bylaws may also be amended by a three-fourths (3/4) vote without prior notice.

Section 2 These bylaws may be suspended by a two-thirds (2/3) vote of those present and voting, provided notice of such suspension has been submitted, in writing, to the Synod PW Coordinating Team at least sixty (60) days prior to the Business Meeting and provided that the Presbytery PW Moderators have provided notice of such suspension, in writing, to the local congregations at least thirty (30) days prior to the Business Meeting.

ARTICLE XI – Quorum

Section 1 A quorum for a Business Meeting at a Synod PW Summer Gathering shall be a majority of those Presbyterian Women registered and present.

Section 2 A quorum for a Coordinating Team meeting shall be a minimum of five (5) elected leaders and two-thirds (2/3) of the Presbytery PW Moderators.

ARTICLE XII – Parliamentary Authority

Roberts' Rules of Order (Newly Revised) [latest edition] shall govern Presbyterian Women in the Synod of the Mid-Atlantic in all cases to which they are applicable and to which they are not inconsistent with these Bylaws and with the Bylaws and Constitution of the Presbyterian Church (U.S.A.). Presbyterian Women in the Synod may choose to use a consensus method of decision making, when appropriate.

Amended October 1999
Amended June 2004
Amended June 2008
Amended June 2009
Amended June 2013
Amended June 2018
Amended June 2019