

Presbyterian Women

**STANDING
RULES**

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

Presbyterian Women Standing Rules

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

MODERATOR

It shall be the responsibility of the Moderator to maintain order and expedite business in a manner that seeks the will of the majority while protecting the rights of the minority. Decisions of the Moderator may be appealed by a majority vote.

ATTENDANCE AT SYNOD PW COORDINATING TEAM MEETINGS

1. Where Co-Moderators or Vice Moderators exist, only one (1) person shall represent that Presbytery at the Synod Presbyterian Women Coordinating Team meeting and have expenses paid by the Synod Presbyterian Women.
2. The Moderator-Elect of Presbyterian Women of the Presbytery is encouraged to attend the spring, summer, or fall meeting of the Coordinating Team at the expense of the Synod Presbyterian Women. She may attend more than one (1) meeting, but the Synod will only pay expenses for one (1) meeting.
3. A Synod Coordinating Team member who misses a meeting without informing the Moderator shall be contacted by the Moderator. This individual shall be responsible for any expenses incurred as the result of her unexcused absence.
4. A Synod Coordinating Team member who is unable to do the work required shall be contacted by the Moderator to find out the status of her continuing service.
5. The replacement of an elected leader shall be nominated by the Search Committee and elected at the next Synod Coordinating Team meeting.

MEETINGS

1. The Coordinating Team shall meet at least three (3) times per year, with one (1) meeting being held during the Synod Summer Gathering. The Moderator of the Coordinating Team may call other meetings when there is a need.
2. Search Committee members shall be invited to attend the March Synod Coordinating Team meeting with voice, but without vote, except in the Search Committee meeting.
3. Scholarship Committee members shall be invited to attend the March Synod Coordinating Team meeting with voice, but without vote, except in the Scholarship Committee meeting. The Scholarship Committee Chair shall send a written report to be included in the Synod Summer Gathering business booklet and may present the report orally, as well.
4. The Racial Equity Dialog Facilitator shall be invited to attend the June Synod Coordinating Team meeting with voice, but without vote. She shall send a written report to be included in the Synod Summer Gathering business booklet and may present the report orally, as well.

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VOTING AT COORDINATING TEAM MEETINGS

Voting members of the Synod Coordinating Team shall be the elected leaders and a Moderator or a representative from each Presbytery in the Synod of the Mid-Atlantic.

PRESBYTERY BYLAWS AND STANDING RULES

A copy of the Bylaws, Standing Rules, and Directory of each Presbytery PW shall be filed with the Synod Coordinating Team Moderator and Secretary.

SYNOD PRESBYTERIAN WOMEN'S HANDBOOK

A handbook shall be given to each member of the Synod Coordinating Team. It shall be composed of Bylaws, Standing Rules, Finance and Budget Guidelines, Summer Gathering Guidelines, and Scholarship Guidelines with Application Forms.

REPORTS

All reports shall be written and limited to one (1) page (front and back), if possible.

FINANCIAL REVIEW

A Financial Review Committee, consisting of three (3) members, shall be appointed by the Moderator at the spring meeting of the Coordinating Team to review the Synod PW financial records from the previous year and the Synod Summer Gathering financial records from the previous year. The Financial Review Committee shall report its findings during the Business Meeting of the Synod PW Summer Gathering.

SITE COMMITTEE

When necessary, a Summer Gathering Site Committee, consisting of three (3) members, shall be appointed by the Moderator at the October meeting of the Coordinating Team to research and recommend at the June meeting of the Coordinating Team a site for the next three (3) Summer Gatherings.

TRAVEL

1. Any member of the Synod Coordinating Team traveling in her personal vehicle shall be allowed \$0.30 per mile for reimbursement.
2. Traveling expenses for the Moderator, the Vice Moderator, and the Synod Representative to the Presbyterian Women, Inc. Board of Directors (Churchwide Coordinating Team) attending a function of Presbyterian Women of the Presbytery within the bounds of the Synod of the Mid-Atlantic shall be borne by Presbyterian Women of the Synod for one (1) trip per term. If an invitation is extended for a second trip to the Presbytery, the Presbyterian Women of that Presbytery shall pay her expenses. (Traveling expenses for

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- the Moderator-Elect attending such functions with the Moderator or at the Moderator's request shall be paid only with prior approval of the Coordinating Team.)
3. Any individual who is not serving on the Synod Coordinating Team or on the Summer Gathering Planning Team, but who accompanies a Coordinating Team member or a Planning Team member to any function, shall be responsible for paying his/her own expenses incurred (such as lodging, meals, etc.).

ANNUAL OFFERING AT SYNOD SUMMER GATHERING

The annual offering objective shall be determined at the fall Synod Coordinating Team meeting. Recommendations are encouraged from the Summer Gathering Planning Team and from Presbyterian Women of the Presbyteries of the Synod of the Mid-Atlantic.

MEMORIALS

The Moderator shall be notified of the death of any current Coordinating Team member. A check for \$50.00 shall be sent to the Memorial Gifts, Presbyterian Women, Presbyterian Church (U.S.A.) Fund or to a specific benevolence of the family's choice.

HISTORY OF PW LEADERSHIP IN THE SYNOD OF THE MID-ATLANTIC

The history of elected PW leaders in the Synod of the Mid-Atlantic shall be updated yearly following the election of leaders during the Business Meeting of the Synod Summer Gathering. The updated history shall be placed in the Synod PW Handbook at the end of the Standing Rules each year.

AMENDMENTS TO STANDING RULES

These Standing Rules may be amended or rescinded at any Synod of the Mid-Atlantic PW Coordinating Team Meeting by a two-thirds (2/3) vote of those present and voting.

Amended at Synod Coordinating Team Meeting October 2014
Amended at Synod Coordinating Team Meeting March 2019