

# **PRESBYTERIAN WOMEN IN NEW CASTLE PRESBYTERY**

## **BYLAWS**

### **ARTICLE I**

#### **NAME**

The name of the organization shall be Presbyterian Women in New Castle Presbytery in the Synod of the Mid-Atlantic in the Presbyterian Church (USA), hereinafter know as PWP in these bylaws.

### **ARTICLE II**

#### **PURPOSE AND FUNCTION**

##### **PURPOSE**

The purpose of the Presbyterian Women's organization shall be to unite and strengthen the program of PW associations within the boundaries of New Castle Presbytery, relating them to the PW synod organization and to the National organization of Presbyterian Women, and to strive to fulfill the common 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 (USA) and witnesses to the promise of God's kingdom.

##### **FUNCTION**

The function of Presbyterian Women shall be to:

1. Set goals and objectives, establish priorities, design and implement programs and action through assessment of needs and concerns.
2. Communicate information and facts to the local Presbyterian Women's organizations.
3. Stimulate interest and enthusiasm through inspirational programs.
4. Provide leadership training and a "supportive community" for local leaders.

## **ARTICLE III**

### **MEMBERSHIP**

Membership shall be open to anyone committed to the Purpose and who chooses to participate or be supportive of Presbyterian Women in any way. Presbyterian Women intentionally seeks the membership of women from all racial/ethnic groups so that it may reflect a vision of the whole church as a “community of mutual interdependence in which diversity contributes to wholeness”.

## **ARTICLE IV**

### **COORDINATING TEAM ELECTION AND TERM OF OFFICE**

#### **Section 1.**

The elected Presbytery leaders and the local church PW Moderators or their designees form the Coordinating Team (CT) for conducting the business of Presbyterian Women in the Presbytery.

#### **Section 2.**

Nominees for election to the CT and the Search Committee shall be presented by the Search Committee at the Annual Spring Gathering. Additional nominations may be made from the floor, providing the consent of the nominee has been previously obtained. Elected leaders of Presbyterian Women in the Presbytery must be members of the Presbyterian Church (USA). Those elected are installed at the same Annual Spring Gathering.

#### **Section 3.**

The Moderator may not serve two consecutive terms. The other elected members of the CT and the Search Committee shall serve for a term of two years with the privilege of one re-election, with the exception of the Moderator-Elect and the Moderator of the Search Committee, who will serve one-year terms.

#### **Section 4.**

The leaders of Presbyterian Women in the Presbytery are moderator and vice-moderator (or co-moderators), secretary, historian or secretary/historian, PW cluster leaders, the moderator of the search committee, racial-ethnic member(s)-at-large and the coordinators of peace making and justice, and publication. Additional leaders may be members-at-large with specific responsibilities.

#### **Section 5.**

Appointed leaders who fill an unexpired office are eligible for election and re-election.

## **Section 6.**

All leaders and coordinators will rotate terms of office according to the following chart. Terms will begin at the time of election and installation at the Annual Spring Gathering.

<b>Even Years</b>	<b>Odd Years</b>
Moderator-Elect (1 yr. Term)	Moderator
Vice Moderator	Administrative Treasurer
Mission Treasurer	Secretary
Coordinator of Communication	Coordinator of Leadership Development
Moderator of Search Committee (1 yr.)	Moderator of Search Committee (1 yr.)
Members of Search Committee – Districts 1 & 3	Members of Search Committee – Districts 2 & 4
Coordinator of Service Projects	Coordinator of Mission Opportunities
Cluster Leader – Districts 3 & 4	Cluster Leader – Districts 1 & 2

The following positions appointed by the moderator for a two year term are: Historian, Coordinator of Publication, Coordinator of Peace Making and Justice, and Racial-Ethnic Member(s)-at-Large. These appointments are made in the odd years.

## **ARTICLE V**

### **DUTIES OF LEADERS**

#### **Moderator**

1. Moderate all CT Meetings
2. Lead CT in preparing, presenting and evaluating the Gatherings and meetings.
3. Appoint Retreat chairperson by September 1 of each year and other task forces as necessary.
4. Assist local Presbyterian Women in the local Church (PWC) when requested.
5. Encourage and assist in the formation of new PWC organizations.
6. Maintain communications with external units of PW (National, Synod, Sister Presbyteries, etc.)
7. Return Mission Pledge form to the national office.
8. Represent PWP at Synod PW and give any required reports.
9. Be available to attend National and Synod PW Gatherings. If unavailable, Vice Moderator or Moderator Elect must attend.
10. Be an ex-officio member of all committees and task forces, except the Search Committee.
11. Arrange for the audit of both Treasurers' books annually.
12. Appoint persons to fill unexpired terms of CT members who are unable to complete their duties.
13. Be responsible for training Moderator-Elect.
14. Be official liaison to New Castle Presbytery.
15. Assist Coordinator of Communications in preparing newsletters.
16. Appoint Historian, Coordinator of Publication, and Coordinator of Peace Making and Justice and Racial-Ethnic Member(s)-at-Large for a two year term. These appointments are made in the odd years.

### **Moderator-Elect**

1. Succeed the Moderator
2. Become familiar with all the duties of the Moderator.
3. Assist local PWC when requested.
4. Be available to attend National and Synod Presbyterian Women Gatherings.
5. Be an ex-officio member of all committees and task forces, except the Search Committee.

### **Vice-Moderator**

1. When necessary, assume the responsibilities of the Moderator.
2. Work with Coordinator of Leadership Development in planning, presenting, and evaluating the programs.
3. Prepare Annual Reports approved by the Moderator for distribution at the Annual Gathering.
4. Assist local PWC when requested.
5. Be the official Representative to New Castle Presbytery; attend Congregational Empowerment Unit of New Castle Presbytery meetings; report to CT. (This was removed from the by laws.)
6. Be available to attend National and Synod Gatherings in the event Moderator or Moderator-Elect cannot attend. (renumbered as #5)
7. Serve on Finance Committee.

### **Secretary**

1. Keep Minutes of all CT Meetings and Annual Gathering.
2. Send Minutes to the Moderator
3. Keep attendance records of all meetings and send list of names to the Chair of the Search Committee.
4. Work with the Historian to establish Historical Records.
5. Serve on the CT.

### **Administrative Treasurer**

1. Keep an accurate record of receipts and disbursements of the administrative budget of PWP.
2. Disburse monies according to the annual budget or as authorized by the CT.
3. Submit financial reports at regular meetings of CT with copies to the Moderator and the Secretary.
4. Prepare and submit a report, using the fiscal year January 1 to December 31, to the Vice Moderator for inclusion in the Annual Report.
5. Chair the Finance Committee.
6. Be responsible for collecting the offerings at Gatherings.
7. Open and use a bank account in own locality in the name of Presbyterian Women in New Castle Presbytery with authorization for two either/or signatures.
8. Pay rental on safe deposit box annually. Assure any necessary changes for new officers to gain access, as proper.
9. Serve on the CT.
10. Give records to the Moderator annually for audit.
11. Be responsible for distribution, collection, and collation of Giving Sheets.
12. Prepare a financial report of the Annual PWP Retreat and distribute at the next PWPCT meeting.

### **Mission Treasurer**

1. Keep record of receipts and disbursements of our National Mission pledges.
2. Receive and disburse Celebration Giving, Least Coin, and all special offerings.
3. Receive any Mission giving to PWP and disburse it as directed by the CT or the Annual Gathering.
4. Keep records on and report the status of the Harlan and Tunnell funds.
5. Use a bank account in own locality in the name of Presbyterian Women in New Castle Presbytery with authorization for two either/or signatures.
6. Prepare and submit a report, using the fiscal year January 1 to December 31, to the Vice Moderator in January for inclusion in the Annual Report.
7. Serve on the CT and the Finance Committee.
8. Give records to the Moderator annually for audit.

### **Cluster Leaders**

1. Work with the local churches in her two PWP districts.
2. Be available to the PWC by mail, phone, or in person.
3. Provide support to PWC with planning, resourcing, programming and evaluations, helping them to reach their goals.
4. Communicate concerns of PWC to the CT in the Presbytery, Synod and Churchwide, as appropriate.
5. Share information gathered at Synod and Churchwide Gatherings with the CT.
6. Serve on the CT.
7. Be available to attend Synod and Churchwide Gatherings.
8. Cooperate with the Search Committee to find a nominee for District representative on the Search Committee.

### **Coordinator of Communications**

1. Collect information from the Moderators, Secretary, Cluster Leaders, Contact Persons and Coordinators. With the Moderator, collate information, prepare and distribute newsletters and directory.
2. Maintain a current mailing list.
3. Reproduce the Annual Reports for distribution at the Annual Gathering.
4. Coordinate Task Force, if one is formed to help with duties
5. Serve on the CT and Finance Committee.

### **Coordinator of Leadership Development**

1. Plan, present and evaluate the workshops and other programs.
2. Consult with other elected and appointed Coordinators to assist with workshops and other programs.
3. Serve on the CT and Finance Committee.
4. Coordinate Task Force, if one is formed to help with duties.

### **Coordinator of Service Projects**

1. Study and make recommendations to the CT in conjunction with the Mission Treasurer for disbursement of the Harlan and Tunnell funds.
2. Serve on the CT and Finance Committee.

### **Moderator of the Search Committee**

1. Call and moderate meetings of Search Committee.
2. Seek the names of possible nominees from the CT and from attendance lists from the Secretary.
3. Report list of nominees to the CT at a meeting before the Annual Spring Gathering according to the chart in Article 4, Section 6.
4. Present slate of nominees for election at the Annual Spring Gathering of PWP.
5. Serve on the CT.
6. Keep record of terms of officers, i.e., unexpired and full terms.

### **Coordinator of Mission Opportunities**

1. Coordinate mission opportunities.
2. Send information about unique projects to the Coordinator of Communications.
3. Serve on the CT.

### **Special Coordinators (Appointed by the Moderator)**

#### **1. Coordinator of Publications**

- a. Encourage subscriptions and purchases of Horizons, the Mission Yearbook of Prayer and other publications.
- b. Prepare display or workshop as needed.
- c. Serve on the CT.

#### **2. Coordinator of Peacemaking and Justice**

- a. Be informed about peacemaking and justice issues.
- b. Prepare workshop and/or displays as appropriate.
- c. Serve on the CT.

#### **3. Historian**

- a. Work with the Secretary to establish historical record of activities of PWP.
- b. Collect and preserve a historical record of activities of PWP.
- c. Serve on the CT.

#### **4. Racial-Ethnic Member(s)-at-Large**

- a. Represents ethnic women in the Presbytery.
- b. Brings concerns to the coordinating team.
- c. Encourages participation and involvement of racial ethnic women in PW.
- d. Serves on the CT.

## **ARTICLE VI**

### **DUTIES OF THE COORDINATING TEAM**

#### **The Coordinating Team**

1. Plans for regular gatherings, cluster meetings and special interest gatherings of Presbyterian Women in the Presbytery.
2. Identifies issues of concern to PW.
3. Provides program support and resources through the PW Cluster Leaders, PWP leaders and related staff to Presbyterian Women in the Congregation.
4. Provides for representative(s) to serve on Presbytery or ecumenical committees and projects, as appropriate.

## **ARTICLE VII**

### **SEARCH COMMITTEE**

#### **Search Committee**

1. Must be representative of the entire membership. There will be four members on the committee, one from each district plus the Committee Moderator, who only votes to break a tie vote.
2. The Search Committee Moderator will be nominated by the Search Committee for a one-year term. Members serve a two-year staggered term with Districts 1 and 3 beginning service in even years and Districts 2 and 4 in odd years, and are eligible for a second term.
3. Selects a slate of candidates for the CT and the Search Committee to be presented for election at the Annual Gathering of Presbyterian Women in the Presbytery.
4. Be sensitive to the need for representation of minorities within the Presbytery on the CT.

## **ARTICLE VIII**

### **FINANCES**

The program of Presbyterian Women in the Presbytery is financed by pledges of Presbyterian Women in the Congregation to the operating expenses of Presbyterian Women in the Presbytery.

#### **Finance Committee**

1. The fiscal year shall be from January 1 to December 31.
2. Includes elected PWP Moderator, the Vice Moderator, the Mission and Administrative Treasurers, Coordinators of Leadership Development, Service Projects, Communication and two members-at-large, appointed by the PWP Moderator.
3. The Administrative Treasurer shall Chair the committee.
4. Elects their own recorder.
5. Examine present administrative budget and mission giving, review future needs and determines the budget for the coming year.
6. Presents budget and Mission Giving recommendations to the CT for review and to the membership at Fall Gathering for approval.

## **ARTICLE IX**

### **MEETINGS**

1. An Annual Spring Gathering of PWP shall be held. The purpose of this meeting shall be to elect and install leaders, present reports, approve the budget and Mission Giving recommendations, interpret programs and worship.
2. There shall be annual Fall Workshops for leadership training of all PWC members.
3. There may be such other meetings, as the CT deem necessary.
4. All PW members are eligible to vote at PW Gatherings and Workshops.

## **ARTICLE X**

### **AMENDMENTS AND REVISIONS**

These By-laws may be amended or revised at any regular gathering of PWP by a two-thirds vote of members present, provided written notice of the amendment or revision has been presented to the PWC Moderators/Presidents in writing for presentation to the local PWC's at least sixty (60) days before the Gathering.

## **ARTICLE XI**

### **QUORUM**

The quorum for a gathering of PWP shall be 25 members.  
The quorum for the CT shall be 15 members.

## **ARTICLE XII**

### **PARLIAMENTARY AUTHORITY**

The rules contained in *Roberts Rules of Order (newly Revised)* shall govern Presbyterian Women in New Castle Presbytery in all cases to which they are applicable and to which they are not inconsistent with these By-laws and the *Constitution of New Castle Presbytery*. The body may choose to use a consensus method of decision-making when appropriate.

**KEY:** **PWP** - Presbyterian Women in New Castle Presbytery  
**PWC** - Presbyterian Women in the local Church  
**CT** - Coordinating Team

Prepared on December 1, 1994 by the Bylaws Committee: Kate Wardell, Chair; Lindy Stradling, Peg Showalter and Thelma Meginniss.

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Reviewed by the Bylaws Committee August 11, 2008: Ruth Burkins, Barbara Allen, Roberta Van Pelt, Sally Petze, Jane Collier and Sandy Elburn.

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