

BYLAWS
Presbyterian Women in Grace Presbytery
Revised and Approved, October 25, 2014

Article I – Name

The name of this organization is Presbyterian Women in Grace Presbytery.

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

All women within the presbytery who in any way choose to participate in, or be supportive of, Presbyterian Women in Grace Presbytery may be members.

Article IV - Coordinating Team Election and Term of Office

Section 1.

The elected leaders form a coordinating team for conducting the business of Presbyterian Women in Grace Presbytery. The Coordinating Team shall consist of the following:

Officers –

- Moderator
- Moderator Elect
- Vice Moderator of Search
- Vice Moderator of Programs
- Vice Moderator of Cluster Leaders
- Secretary
- Treasurer
- Historian

Coordinators of –

- Mission
- Bible Study
- Resources
- Communication

Other Members -

- Innovator Editor
- Cluster Leaders

Section 2.

The Search Committee presents names of women to be elected to the Coordinating Team to the members of Presbyterian Women in Grace Presbytery at the annual Fall Gathering. Those elected will begin their term of service the following January 1. However, after agreeing to serve, leaders are encouraged to attend Coordinating Team meetings prior to

the beginning of their term, with no voting privileges. Elected leaders of Presbyterian Women in Grace Presbytery must be members of the Presbyterian Church (U.S.A.).

Section 3.

The term of office for all leaders is two (2) years, with the exception of the Moderator Elect who will be elected for a one (1) year term followed by a two (2) year term as Moderator. In no case shall a person serve more than six (6) consecutive years in one Coordinating Team position.

Leaders shall be divided into the following two (2) classes, so that only a portion of the Coordinating Team will be elected in any one year:

Class A (elected in odd numbered years)

- Moderator
- Vice Moderator of Program
- Cluster Leaders (half of needed)
- Mission Coordinator
- Bible Study Coordinator
- Innovator Editor
- Resources Coordinator

Class B (elected in even numbered years)

- Moderator Elect (one year term)
- Vice Moderator of Cluster Leaders
- Vice Moderator of Search
- Cluster Leaders (half of needed)
- Secretary
- Treasurer
- Historian

Article V – Duties of Leaders

Section 1. - Officers

a. The Moderator shall:

- Call, preside, and lead meetings of the Coordinating Team, Executive Committee, the Fall Gathering and the Spring Workshop.
- Attend Synod Presbyterian Women Coordinating Team meetings, Presbytery meetings, and gatherings at Churchwide and Synod levels.
- Receive and convey communications on behalf of the organization.
- Assign special duties and appoint special committees.
- Prepare an annual report to Presbytery.
- Designate the voter representatives from Grace Presbyterian Women to the Synod of the Sun Presbyterian Women and the voting delegates to Churchwide Gatherings.
- With the assistance of the Vice Moderators, assure that each member of the Coordinating Team receives, in a timely manner, the proper training and materials to perform the duties of her office.

- b. The Moderator Elect shall:
 - Attend all training opportunities.
 - Preside in the absence of the Moderator or at her request. If the office of Moderator becomes vacant between elections, she shall complete the Moderator’s term.
 - Serve on committees of assignments for the Moderator when requested.

- c. The Vice Moderator of Search shall:
 - Chair the Search Committee and select its members.
 - Jointly with the other Vice Moderators, assume the responsibilities of the Moderator and the Moderator Elect if their positions become vacant simultaneously.
 - Receive from local PW groups and the Coordinating Team the names of women they would recommend as leaders.
 - Receive information from each woman who is being considered.
 - Provide background information for appointees filling vacancies.
 - Receive information from the Vice Moderator of Cluster Leaders concerning reappointment of PW Cluster Leaders.
 - Assure that members of the Search Committee are provided with the necessary training and materials with which to perform the duties of their office.
 - Present the names of the women to be elected to the Coordinating Team at the annual Gathering.

- d. The Vice Moderator of Programs shall:
 - Chair the Programs Committee.
 - Jointly with the other Vice Moderators, assume the responsibilities of the Moderator and the Moderator Elect if their positions become vacant simultaneously.
 - Organize all aspects of the annual Fall Gathering and Spring Workshop.
 - Present plans for the annual Fall Gathering and Spring Workshop to the Coordinating Team for discussion.

- e. The Vice Moderator of Cluster Leaders shall:
 - Chair the Cluster Leader Committee.
 - Jointly with the other Vice Moderators, assume the responsibilities of the Moderator and the Moderator Elect if their positions become vacant simultaneously.
 - Attend all training for PW Cluster Leaders at Churchwide, Synod or Presbytery levels.
 - Arrange for PW Cluster Leader training at the Presbytery level.
 - Be informed about the ongoing meetings, activities and materials which relate to the task of the Cluster Leaders.
 - Maintain regular communications with Cluster Leaders.
 - Keep up-to-date lists of Cluster Leaders and the churches they serve, local Coordinating Team leaders, and church ministers in Grace Presbytery as sent to her by the Communication Coordinator.

- Make assignments of churches to each PW Cluster Leader with the assistance of the committee.
 - Assure that contact is maintained with PW in congregations for which the Cluster Leader position is vacant.
 - Provide all information of each Cluster church from previous Cluster Leader to her successor.
- f. Secretary shall:
- Take minutes of each meeting of PW in Grace Presbytery.
 - Maintain and preserve the working records of PW in Grace Presbytery.
 - See that copies of the minutes are sent to the Coordinating Team, Executive Presbyter, and Moderator of the Synod PW Coordinating Team.
 - Carry on official correspondence.
 - Maintain and update the list of Grace Presbyterian Women Coordinating Team.
- g. Treasurer shall:
- Chair the Finance Committee.
 - Have knowledge and understanding of all procedures regarding the receipts and disbursements of the operating funds of Presbyterian Women in Grace Presbytery.
 - Handle PW Honorary Life Memberships and recognition and/or memorial gifts.
 - Receive from PW in the Congregations monies for all Celebration Giving and forward as scheduled to Presbyterian Women Remittance Processing, PO Box 643652, Pittsburgh, PA 15264-3652, *except for the amount of the Mission Pledge designated for the operating expenses of PW in the Presbytery and PW in the Synod.*
 - Send the treasurer of PW in the Synod the amount assigned for the operating budget of PW in the Synod.
 - Make an annual written financial report to the members of Presbyterian Women in the Presbytery.
 - Submit financial records for annual review conducted by Moderator and one (1) other Coordinating Team member.
 - Prepare and present a Financial Statement at the annual Fall Gathering and Spring Workshop.
- h. Historian shall:
- Maintains and preserves historical records of PW in Grace Presbytery
 - Provide copies of historical records and information to Synod PW as requested.
 - Attend special training related to area of responsibility.
 - Serve as resource person to local PW groups in compiling their histories.
 - Encourage PW groups to write histories to send to Columbia Presbyterian Seminary with a copy to the Grace PW Historian.
 - Submit a history of PW in Grace Presbytery to the Synod of the Sun Historian and to the Historical Foundation in Philadelphia and present copies to the Grace Presbyterian Women Coordinating Team.

Section 2. - Coordinators

a. Mission Coordinator shall:

- Attend training to become familiar with materials for special mission studies.
- Encourage use of the *Mission Yearbook of Prayer*.
- Present information about and encourage support of the mission related offerings in coordination with the Treasurer.
- Arrange for a mission workshop at the annual Spring Workshop in coordination with the Vice Moderator of Programs.
- Coordinate the mission display tables at the annual Fall Gathering and Spring Workshop.

b. Bible Study Coordinator shall:

- Attend special training related to the annual Bible Study theme.
- Be responsible for the presentation of the annual Bible Study from *Horizons* at the Spring Workshop.
- Be familiar with resources for the Bible Study to share with the local church Presbyterian Women.

c. Resources Coordinator shall:

- Provide materials and information on Presbyterian publications and training events at all levels of the church.
- Work with the coordinator of Grace Presbytery's Resource Center to acquire and publicize resources.
- Provide literature displays at program meetings.

d. Communication Coordinator shall:

- Create mail merge, labels, and copies
- Maintain forms
- Maintain/Update databases of current Coordinating Team members, Coordinating Team committees, Grace Presbytery Moderators, mission speakers, female pastors in Grace Presbytery, and any other pertinent information.
- Send, via email, information and publicity of events to all churches in Grace Presbytery.

Section 3.

Innovator Editor shall:

- Publish, with the aid of the Presbytery office and input from the Coordinating Team and local churches, a regular newsletter.
- Keep the Presbytery office informed of dates and special activities.

Section 4.

Cluster Leaders shall:

- Provide support and program resources to Presbyterian Women in the congregations assigned to her by being in regular contact with them. Recognize the necessity to be available to meet with PW groups during the week and on special occasions.

- Be the direct link between Presbyterian Women in the Congregations and the coordinating team of Presbyterian Women in Grace Presbytery.
- Attend Coordinating Team meetings.
- Attend Cluster Leader Committee meetings.
- Attend and participate in Cluster Leader training.

Article VI – Duties of the Coordinating Team

The coordinating team shall:

- Plan for regular gatherings, cluster meetings and special interest gatherings of Presbyterian Women in the Presbytery.
- Identify issues of concern to PW.
- Provide program support and resources to Presbyterian Women in the Congregation.
- Encourage local Presbyterian Women to subscribe to *Horizons* magazine.

Article VII – Duties of Committees

Section 1.

The Executive Committee (composed of the Moderator, Moderator-Elect, Vice Moderator of Search, Vice Moderator of Programs, Vice Moderator of Cluster Leaders, Secretary, Treasurer, Historian, and the *Innovator* Editor) shall:

- Be empowered to make decisions between Coordinating Team meetings.
- Meet as necessary.
- Approve women to fill vacancies of unexpired terms upon recommendation of the Search Committee.

Section 2.

The Search Committee (chaired by the Vice Moderator of Search and composed of four (4) members representing each region of the Presbytery) shall:

- Call women into leadership positions for PW in Grace Presbytery that are representative of the geographical and racial diversity of the Presbytery, in so far as possible.
- Recommend to the Executive Committee women to fill vacancies of unexpired terms.
- Present for election those women called into leadership positions.
- Nominate a person to complete the Moderator term of office, in the event the Moderator cannot complete her term of office and there is not a Moderator Elect.

Section 3.

The Programs Committee (chaired by the Vice Moderator of Programs and composed of the Bible Study Coordinator, Resources Coordinator, Mission Coordinator, and the *Innovator* Editor) shall:

- Plan for the annual Fall Gathering and Spring Workshop.

Section 4.

The Cluster Leader Committee (chaired by the Vice Moderator of Cluster Leaders and composed of all Cluster Leaders) shall:

- Provide a time for Cluster Leaders to exchange ideas and gather resources to assist in their work with the congregations in their Cluster.
- Determine the number of Cluster Leaders needed, with approval of the Executive Committee.

Section 5.

The Finance Committee (chaired by the Treasurer and composed of members of the Executive Committee) shall:

- Prepare the annual budget to be completed and approved by the Coordinating Team at the August meeting and presented and voted upon at the Fall Gathering.
- Meet at least once each year.

Article VIII – Finances

The program of Presbyterian Women in the Presbytery is financed by pledges of Presbyterian Women in the Congregations to the operating expenses of Presbyterian Women in the Presbytery. Quarterly, the treasurers of Presbyterian Women in the Congregations send the recommended amount to the treasurer of Presbyterian Women in the Presbytery.

Article IX – Meetings

The Coordinating Team shall meet at least one time per year. The Executive Committee shall meet as necessary. The committees shall meet as needed, either along with another committee, or with the Executive Committee. A quorum shall consist of one-third of the members.

Article X - Gatherings

Presbyterian Women in the Presbytery meets at least annually, and more often, if appropriate. These gatherings are open to all women. The election and installation of leaders and approval of the budget is done in the context of the annual gathering of Presbyterian Women in the Presbytery. All members of PW attending this gathering are entitled to vote.

Article XII - Vacancies

Moderator – Moderator Elect will fill her term of office. If there is no Moderator Elect, the Coordinating Team will elect one of its own to moderate meetings until the Search Committee nominates a person to complete the term of office and the Coordinating Team acts on the nomination.

- Moderator and Moderator Elect – In the event that both positions become vacant simultaneously, the Vice Moderators will jointly assume the responsibilities of the Moderator and the Moderator Elect.
- All Other Positions on the Coordinating Team - The Executive Committee will appoint women to fill vacancies upon recommendation of the Search Committee.

Article XIII—Quorum

The quorum for a gathering of Presbyterian Women in the Presbytery represents at least one-fourth of Presbyterian Women in the Congregation groups.

Article XIV—Amendments

These bylaws may be amended at any annual gathering by a two-thirds vote of those present and voting, provided notice of the proposed amendments have been submitted, in writing, to Presbyterian Women in the Congregations at least 30 days prior to the gathering. These bylaws may also be amended by a three-fourths vote without prior notice. These bylaws may be suspended by a two-thirds vote of those present and voting, provided notice of such suspension has been submitted in writing to the members 30 days prior to the gathering at which it will be voted.

Article XV—Parliamentary Authority

The rules contained in Robert’s Rules of Order (Newly Revised) govern PW in the Presbyterian Church (U.S.A.) in all cases to which they are applicable and to which they are not inconsistent with the bylaws and the Constitution of the Presbyterian Church (U.S.A.).The body may choose to use a consensus method of decision making, when appropriate (see 9-13 and 11-7).

STANDING RULES

Rule 1 - Diversity of Leaders

Presbyterian Women of Grace Presbytery shall uphold the principles of multicultural diversity and geographical distribution in the selection of leaders, appointment of special committees, and location of gatherings and workshops.

Rule 2 - Application of Bylaws and Standing Rules of Grace Presbytery

Awareness of the Bylaws and Standing Rules of Grace Presbytery shall be considered in determining actions not covered by Presbyterian Women Bylaws in Grace Presbytery. The regular review of this practice shall be the responsibility of the Executive Committee.

Rule 3 - Reimbursable Items of Expense

- **Transportation** (.14 cents per mile) to Workshops, Council, Committee meetings or Annual Gatherings, and all travel related to carrying out job responsibilities (i.e., programs done at churches when expenses are not paid by the churches, or work of PW Liaisons with local congregations.

- **Postage**
- **Telephone**
- **Office Supplies** (paper, envelopes, etc.)
- **Overnight expenses** (when necessary)
- **Meals** – en route or during overnight stay as follows
 - Breakfast \$4 - \$6
 - Lunch \$6 - \$8
 - Dinner \$8 - \$12Or maximum of \$25.00 per day for three meals

Items of Expense Not Paid

- Subscriptions to *Horizons* or other publications.
- Expenses related to Montreat, Mo-Ranch, Synod or Churchwide Gatherings, Presbytery Meetings, or other conferences unless job description requires attendance.