

AFTER AUGUST 11TH CT MEETING

Blue indicates word changes or additional wording

Red indicates portion to be omitted

CONSTITUTION AND BYLAWS PRESBYTERIAN WOMEN IN THE PRESBYTERY OF COASTAL CAROLINA (AMENDED -----)

ARTICLE I NAME

The name of this organization shall be Presbyterian Women in the Presbytery of Coastal Carolina, 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 Presbytery shall be all women within the Presbytery who choose to participate in, or be supportive of Presbyterian Women in the Presbytery in any way.

ARTICLE IV COORDINATING TEAM, ELECTION AND TERM OF OFFICE

Section 1. The leaders shall form a Coordinating Team to transact the business of Presbyterian Women in the Presbytery.

Section 2. The Search Committee shall present names of women to be elected to the Coordinating Team to the members of Presbyterian Women in the Presbytery at an annual gathering. Elected leaders of Presbyterian Women in the Presbytery shall be members of the Presbyterian Church (U.S.A.) The Search Committee shall consist of the Moderator of Search plus (1) representative from each of the six regions elected to two year terms. *The Moderator shall not be a representative for her region.*

Section 3. The term of office of all leaders, except the Moderator-Elect, shall be two years, with the privilege of re-election to a second term. The Moderator-Elect shall be elected for a one year term. A member of the search committee shall be elected for a two year term with privilege of re-election to a second term.

Exception: If the Search Committee is unable to find a qualified person who is willing to serve as treasurer, the treasurer may serve more than two terms.

Section 4. The leaders of the Presbyterian Women in the Presbytery shall be the Moderator, Vice Moderator, Moderator-Elect, Recording Secretary, Communicating Secretary, Treasurer, Historian, Moderator of Search Committee, Regional Communicators. Facilitators for: Justice & Peace, Missions, Racial Ethnic, **Celebration Giving**, Spiritual Nurture, Prison Ministries and Scholarship. Additional leaders may be Members at Large **and/or Specialist** representing racial ethnic women in the Presbytery and women at large with specific responsibilities to carry out the work of Presbyterian Women as needed.

Section 5. Approximately one-half of the leaders shall be elected each year. **Group 1:** Moderator-Elect, Vice Moderator, Recording Secretary, Historian, **Moderator of Search Committee**, Search Committee Members (Regions 1, 2, and 6) and Facilitators for **Celebration Giving**, Justice & Peace, and Prison Ministries, Regional Communicators for Regions 1, 2 and 6. **Group 2:** Moderator, Communicating Secretary, Treasurer, Moderator of the Search Committee, Search Committee Members (Regions 3, 4, and 5) and Facilitators for Missions, Spiritual Nurture, Racial Ethnic and Scholarship, Regional Communicators for Regions 3,4, and 5.

Section 6. **If a vacancy occurs between Annual Gatherings, the Search Committee shall present nominations to Coordinating Team for election. The replacement may begin to serve at once upon being installed at the Coordinating Team meeting.**

ARTICLE V DUTIES AND LEADERS

Each of the Coordinating Team members shall perform such duties as outlined in the **Handbook of Presbyterian Women in Coastal Carolina Presbytery and the Manual of Presbyterian Women (USA)**, and are accountable to the Coordinating Team. Their specific duties are noted in the following sections:

Section 1. The Moderator shall:

- Supervise the preparation of agendas for meetings of the Coordinating Team.
- Preside at all meetings of the Coordinating Team and all Gatherings of the Presbyterian Women in the Presbytery where business is conducted.
- Appoint a Parliamentarian.
- Receive all communications on behalf of the Presbyterian Women in the Presbytery and be responsible for communicating the information to appropriate persons.

- Send notices of meetings to members of the Coordinating Team
- Serve as ex-officio member of all committees except the Search Committee.
- Be a voting delegate at the Churchwide Gathering with expenses paid as designated in the guidelines for Budget and Finance **Committee**.
- Represent Presbyterian Women on the Presbytery Council and represent Presbyterian Women at meetings of Presbytery.
- Encourage and facilitate leadership development for all elected leaders of Presbyterian Women in the Presbytery **including PW Enablers**.
- Serve as a representative to Coordinating Team of Presbyterian Women of the Synod of the Mid-Atlantic.
- Provide written procedures of the work and a current file of all transactions to her successor.
- Prepare a written annual report and present it to the Presbytery and to Presbyterian Women in the Presbytery at the Annual Gathering.
- Sign checks in the absence of the Treasurer.
- Be bonded.
- **Shall appoint members to Standing Committees of Coordinating Team.**

Section 2. The Vice-Moderator shall:

- Preside in the absence of the Moderator or at her request.
- Complete the Moderator's term, if office of the Moderator becomes vacant between elections.
- Assist the Moderator as requested.
- Serve as Moderator of the Program Committee.
- Serve as Regional Communicator Coordinator.
- Be a voting representative to Churchwide Gathering with expenses paid as designated in the guidelines for Budget and Finance **Committee**.

Section 3. The Moderator-Elect shall:

- Attend meetings as determined by the Coordinating Team policies, familiarizing herself with the work of the office.
- Serve a term of one year with vote.
- At end of the one year term, be elected and installed as Moderator, and serve for a term of two years.
- Attend at least one Gathering of the Synod of the Mid-Atlantic and/or the Presbyterian Women (U.S.A.) with expenses paid.
- Be a voting representative to Churchwide Gathering with expenses paid as designated in the guidelines for Budget and Finance **Committee**.

Section 4. The Recording Secretary shall:

- Keep and preserve minutes of all meetings, **including Annual Gathering**.
- Send a typewritten copy or an email of the minutes to each member of the Coordinating Team two weeks after each meeting.

Section 5. The Communicating Secretary shall:

- Assist the Moderator with correspondence.
- Secure and maintain an up-to-date roster of the Coordinating Team for Presbyterian Women in the Synod, and Presbyterian Women (U.S.A.)

- Publish the **handbook**, newsletter, and other required printing to send to local congregations
- Send accounts of Presbyterian Women activities to various Presbyterian publications and local newspapers
- Maintain a working file for her successor.
- Serve as publicity facilitator for Presbyterian Women in the Presbytery

Section 6. The Treasurer shall:

- Have knowledge and understanding of the receipts and disbursements of the operating funds of the Presbyterian Women in the Presbytery.
- Receive and disburse funds of the Presbyterian Women according to the annual budget, or as authorized by the Coordinating Team of Presbyterian Women in the Presbytery.
- Submit a written report at each Coordinating Team meeting.
- Keep accurate financial records of receipt and disbursements of Presbyterian Women funds.
- Be chairperson of the Finance Committee.
- Have records examined and reviewed by a Financial Review Committee who are not members of C.T. appointed by the Moderator.
- **Provide** an annual written **financial statement** to the Presbyterian Women in the Presbytery at Annual Gathering
- **Presents a report of the Financial Review Committee at the Annual Gathering**
- **Presents** the budget for the following year at the Annual Gathering.
- Be bonded.

Section 7. The Historian shall:

- Maintain and preserve historical records of Presbyterian Women in the Presbytery.
- **Provide the Presbyterian Women in the congregation with a document that provides the needed information for the annual Presbytery history.**
- **Writes** and **sends** to Synod an annual history report based on previous year and local congregation's history and PWCT records.
- Maintain a working file for her successor.

Section 8. The Moderator of Search shall:

- Administer the work of the Search Committee.
- Present for election the names of women called to leadership positions to Presbyterian Women in the Presbytery.
- Maintain a file of prospective leaders to be given to her successor.
- **Inform the CT in writing of the names of persons to be elected at the CT meeting prior to the Annual Gathering.**

Section 9. The **Regional Communicators shall:**

- Provide program support to Presbyterian Women in the congregations assigned to them.
- **Serve as the** direct link between Presbyterian Women in the congregation and the Coordinating Team of Presbyterian Women in the Presbytery.

Detailed Job Descriptions in Presbyterian Women's Handbook

Section 10. The Facilitators shall:

- Be a resource person for the Presbyterian Women in the local congregations and Presbytery in one of **the following designated areas.**
- 1. **Justice and Peace**: **Shall** interpret programs, support Presbyterian Women's concerns **with resources**, and encourage involvement in community improvement through programs and service.
- 2. **Missions (Together in Service)**: **Shall** encourage Presbyterian Women in the congregations **to participate in** and coordinate these opportunities locally as well as worldwide.
- 3. **Racial Ethnic**: **Shall** represent the racial ethnic women and their concerns as Presbyterian Women.
- 4. **Celebration Giving**: **Shall be responsible to** interpret the giving opportunities by providing resources and programs for local congregations of Presbyterian Women.
- 5. **Spiritual Nurture**: **Provide** devotional leadership and **inform** Presbyterian Women **about** events and materials **to enrich** Bible Study, Circle Study and the development of **spiritual life**.
- 6. **Prison Ministries**: **Distribute information concerning Prison Ministries and how the PW may support this ministry through prayers, funds, and service opportunities for the Raleigh Women's Correctional Facility.**
- 7. **Scholarship**: **Distribute information concerning scholarships and applications forms to each congregation in the Presbytery of Coastal Carolina and chair the Scholarship Committee.**

Detailed Job Descriptions are in the Presbyterian Women's Handbook.

Section 11. The Members-at-Large and/or Specialist with specific responsibilities shall:

- Be appointed or elected to help conduct the work of Presbyterian Women in the Presbytery with specific responsibilities.

**ARTICLE VI
DUTIES OF COORDINATING TEAM**

Section 1: The Coordinating Team shall:

- Plan for regular Gatherings and special interest gatherings of Presbyterian Women in the Presbytery.
- Identify issues of concern to the Presbyterian Women.
- Provide program support and resources through the Regional Communicators and PW Facilitators to the Presbyterian Women in the congregation.
- Provide for representative(s) to serve on Presbytery Council and on Presbytery Ecumenical Committees and projects, as appropriate.
- Operate on the principle of inclusiveness in language, membership, and racial ethnic representation.
- Set goals and objectives **which are to be evaluated annually.**

ARTICLE VII SEARCH COMMITTEE

The Search Committee shall consist of at least six women, representing each of the six regions, **and the** Moderator of the committee. They shall be called and elected at an annual gathering of the Presbyterian Women in the Presbytery. The term of office shall be two years. The Moderator of the Search Committee shall be a member of the Coordinating Team. The responsibility of the Search Committee is to recommend persons to be called to **Coordinating Team** positions and **to** present them for election at the Annual Gathering of the Presbyterian Women in the Presbytery. In the event a Coordinating Team member does not function in her elected position, the Search Committee has the responsibility to address the problem and take necessary steps to resolve it.

ARTICLE VIII FINANCES

The program of Presbyterian Women in the Presbytery shall be financed through the **Mission Pledge** of Presbyterian Women in the congregations to the operating expenses of Presbyterian Women in the Presbytery. The treasurers of the Presbyterian Women in the congregations shall send their pledges to the treasurer of the Presbyterian Women in the Presbytery.

ARTICLE IX GATHERINGS

Presbyterian Women in the Presbytery shall meet at least annually and more often, if appropriate. These gatherings shall be open to all women. The election and installation of **Coordinating Team** and approval of the budget shall be done in the context of the Annual Gathering of the Presbyterian Women in the Presbytery. All members of the Presbyterian Women attending this gathering shall be entitled to vote.

ARTICLE X AMENDMENTS

These Bylaws may be amended at any annual gathering by two-thirds vote of those present and voting, provided notice of the proposed amendments have been submitted, in writing, to Presbyterian Women in the congregation at least thirty (30) days prior to the gathering. These Bylaws may also be amended by 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 thirty (30) days prior to the gathering.

ARTICLE XI QUORUM

The quorum for any regular or properly called gathering of Presbyterian Women in the Presbytery shall consist of those attending.

**ARTICLE XII
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall govern Presbyterian Women in cases to which they are applicable and to which they are not inconsistent with these Bylaws, the Bylaws of Presbyterian Women in the Presbyterian Church (U.S.A.), and the Constitution of the Presbyterian Church (U.S.A.).

**STANDING RULES AND POLICIES
PRESBYTERIAN WOMEN
PRESBYTERY of COASTAL CAROLINA**

ATTENDANCE AT COORDINATING MEETINGS

- A Coordinating Team member who misses a **meeting** where expenses are incurred, without informing the Moderator, shall be responsible for these expenses.
- A Coordinating Team member who for any reason cannot carry on her work shall inform the Search Committee.
- The Search Committee shall inform the Moderator and take necessary action as prescribed by Article VII of the Constitution and Bylaws of Presbyterian Women in the Presbytery.
- A Coordinating Team member who can not attend a meeting shall inform the Moderator.

MEETINGS

- The Coordinating Team shall meet at least four times each year.
- The Moderator of the Coordinating Team may call additional meetings if there is a need.

STANDING COMMITTEES

- Shall be Finance, Financial Review, Constitution & By-Laws, Place of Meetings, Scholarship, Program.
- Other committees shall be appointed by the Moderator as deemed necessary.

HANDBOOK for PRESBYTERIAN WOMEN in the PRESBYERY

- A handbook shall be given to each member of the Presbytery Coordinating Team and to all local PW Moderators.
- The handbook shall contain the Constitution and Bylaws, Standing Rules, Finance and Budget Guidelines, Scholarship Guidelines and Guidelines for churches hosting gatherings **and job descriptions of Coordinating Team members.**
- The handbook shall contain a list of all the Churches with their addresses and telephone numbers.
- The handbook shall contain a list of all the local PW Moderators with their addresses, **emails** and telephone numbers.
- The handbook may contain other items of interest and of importance to carrying on the work of Presbyterian Women in the Presbytery.

SCHOLARSHIPS

- The Scholarship Committee shall report at Coordinating Team Meetings and announce the names of the recipients at the **Annual** Gathering of Presbyterian Women in the Presbytery of Coastal Carolina.

STANDING RULES (continued)

AUDIT

- **The Financial Review Committee** shall be appointed by the Moderator at the meeting of the Coordinating Team in May. The committee shall consist of at least three members **who are not members of the Coordinating Team.**
- The **Financial Review Committee** shall report at the Annual Gathering in the Spring of Presbyterian Women of the Presbytery.

TRAVEL

- Any member of the Presbytery Coordinating Team traveling in her personal vehicle shall **be reimbursed at a rate set by the Coordinating Team at the May meeting.**

OFFERING at ANNUAL SPRING GATHERING in the PRESBYTERY

- The Objective for the offering shall be determined at the November Coordinating Team meeting.
- Recommendations shall be given by members of the Coordinating Team and a vote shall be taken to determine the objective.

MEMORIALS

- In the event of the death of any member of the Presbytery Coordinating Team, the Moderator of the Presbytery shall be notified. The Presbytery Moderator shall **confer** with the Moderator of the local church where the deceased was a member to **decide** as to how to use a monetary gift of fifty dollars (\$50.00) in the local church in memory of the deceased member.
- **In 2006 the fifty dollars (\$50.00) shall be taken from the line item set aside for the area to which the deceased member was assigned. Beginning in 2007**
- **the money shall be taken from the miscellaneous line item in the budget.**

REGIONAL COMMUNICATORS

- **PW Regional Communicators shall** attend any training sessions provided by Presbyterian Women of the Synod of the Mid-Atlantic and by Presbyterian Women in the Presbytery of Coastal Carolina.

THE CONSTITUTION AND BY-LAWS COMMITTEE SHALL REVIEW PERIODICALLY THE STANDING RULES AND POLICIES AND RECOMMEND NEEDED CHANGES AT THE MAY MEETING.

THESE STANDING RULES **AND POLICIES** SHALL BE REVIEWED AND CHANGED IF NECESSARY AT THE MAY MEETING OF THE COORDINATING TEAM SO THEY MAY BE INCLUDED IN THE HANDBOOK.

THESE STANDING RULES MAY BE SUSPENDED, AMENDED OR RESCINDED AT ANY PRESBYTERY COORDINATING TEAM MEETING BY TWO THIRDS VOTE OF THOSE PRESENT AND VOTING.