

**PRESBYTERIAN WOMEN
TRINITY PRESBYTERY
Rules and By-Laws**

ARTICLE 1 – NAME

This organization shall be known as Presbyterian Women in Trinity Presbytery, Synod of the South Atlantic, Presbyterian Church in the United States of America (PCUSA).

ARTICLE II – PURPOSE

The purpose of Presbyterian Women in Trinity Presbytery is:

“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 witness to the promise of God’s kingdom.”

ARTICLE III – MEMBERSHIP

Membership in Presbyterian Women is open to all women. Presbyterian Women members are those women who choose to participate in or be supportive of Presbyterian Women in any way. Presbyterian Women intentionally seek the membership 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.”

The Presbyterian Women of the particular churches within Trinity Presbytery shall constitute the membership of the Presbyterian Women in Trinity Presbytery.

ARTICLE IV – COORDINATING TEAM OF PRESBYTERIAN WOMEN IN TRINITY PRESBYTERY

SECTION 1: The Coordinating Team of Presbyterian Women in Trinity Presbytery shall be the Moderator, Moderator-elect (subject to Section 2 of this article), Vice-Moderator, Treasurer/Treasurer-in-training ,(subject to Section 2 of this article), Recording Secretary, Historian, Moderator of Search Committee, Members-at-large, and Cluster Leaders.

SECTION 2: The Moderator-elect shall be a member of the Coordinating Team at the beginning of the Moderator’s last year in office. The Treasurer- in-Training shall be a member of the Coordinating Team at the beginning of the Treasurer’s last year in office.

SECTION 3: The term “members-at-large” may include leaders as necessary. Members-at-large with specific responsibilities are appointed or elected as necessary to help conduct the work of the PW in the Presbytery.

ARTICLE V – GOVERNMENT

The Presbyterian Women in Trinity Presbytery shall conform to the plan of action and control of the Assembly of the Presbyterian Church in the United States of America.

ARTICLE VI – REPRESENTATION

SECTION 1: Representation on the Coordinating Team of Presbyterian Women shall reflect the diversities of all women in Trinity Presbytery.

SECTION 2: The Presbyterian Women leaders of the Presbytery, Moderators of local congregations and other duly accredited representatives shall constitute the voting body at the Annual Gathering

ARTICLE VII – NOMINATION, ELECTION AND TERM OF OFFICE

SECTION 1: NOMINATION

A The moderator of the Search Committee shall moderate the Search Committee.

B The Search Committee shall consist of all Cluster Leaders.

C The Search Committee shall have all the responsibility to receive the names of women who are recommended as leaders from Presbyterian Women in the congregations; to receive information from each woman who is being considered; to receive recommendations from two persons, regarding each woman being considered; and to select persons to be called to particular service.

D The Search committee shall propose names of women to serve as Moderator, Vice-Moderator, Moderator-elect (subject to Article IV, Section 2), Recording Secretary, Historian, Treasurer/Treasurer-in-training (subject to Article IV, Section 2), Moderator of the Search Committee, Cluster Leaders, and members-at-large. After the report of the Search Committee is received at the Annual Gathering, nominations may be made from the floor of the Gathering by any member of the Presbyterian Women in Trinity Presbytery, provided prior permission has been received from the person to be nominated.

SECTION 2: ELECTION

- A Presbyterian Women in the Presbytery shall receive, thirty days prior to the Annual Gathering, the names of the women being called as leaders, and shall hold an election at the Annual Gathering. Women with specified responsibilities may be appointed by the Coordinating Team, as necessary.
- B The newly elected leaders shall be installed at the Annual Gathering and shall assume office at the close of the meeting. The retiring leaders shall surrender to their successors all books, papers, and other materials pertaining to their respective office.

SECTION 3: TERMS OF OFFICE

- A The term of office for all leaders except Moderator-Elect, Treasurer-in-training and Cluster Leaders shall be two years with the privilege of election to a second term. The Cluster Leaders shall be elected for a term of three years; approximately one-third will be elected each year.
- B A rotation system may be established so that approximately one-half of the leaders, except Cluster Leaders, will be elected each year. Since Cluster Leaders serve three-year terms, approximately one-third will be elected each year.
- C A member of the Coordinating Team of the Presbytery who moves her church home out of Trinity Presbytery will no longer be a member of the Coordinating Team, and upon such happening, the position shall be declared vacant by the Coordinating Team.
- D The Search committee shall fill vacancies occurring in office

ARTICLE VIII – DUTIES OF LEADERS

SECTION 1: MODERATOR OF PRESBYTERIAN WOMEN

- A To commit time and talents to accomplish the goals of Presbyterian Women
- B To preside at all meetings of Presbyterian Women and the Coordinating Team of Trinity Presbytery
- C To plan the agenda for meetings and to send to the Coordinating Team prior to the scheduled meeting
- D To know the Rules and by-Laws of the Presbyterian Women
- E To conduct all meetings according to parliamentary procedure
- F To maintain contact with the local Presbyterian Women's program
- G To appoint task forces and to delegate responsibility in order to share the work and to give others the opportunities for leadership
- H To represent Presbyterian Women at Synod Gatherings and to keep the Presbytery Coordinating Team informed of Presbytery, Synod and churchwide events.
- I To communicate concerns of Presbyterian Women in the Presbytery to the Synod
- J To attend meetings and training sessions sponsored by the Women's Ministries (National), especially those of PW
- K To encourage creative planning and communicate often with those responsible for various programs
- L To support the mission of the Presbyterian Church through giving, education, and global awareness
- M To be informed and supportive of all ongoing activities of Presbyterian Women (Bible study, circles, celebration giving, mission interpretation, projects, etc.)
- N To work to build a community of women that support the Presbyterian Church (USA) that work together in Christian love, and that witness to the promise of God's love.
- O To attend Presbytery meetings and deliver an annual report to Presbytery
- P To be on the Presbytery Council with voice and vote
- Q To initiate annual goal setting of the Coordinating Team
- R To coordinate all Presbyterian Women activities at the Presbytery level.

SECTION 2: MODERATOR-ELECT

- A To attend Presbytery Coordinating Team meetings (without voting privileges) and training sessions with the Moderator.
- B To be elected at the end of the first year of the Moderator's term.

SECTION 3: VICE-MODERATOR

- A To work closely with the Moderator and become familiar with the responsibilities of the Moderator
- B To preside at meetings when the Moderator is not present
- C To serve as Moderator of the Committee on Rules and By-Laws
- D To conduct Leadership workshops for Vice-Moderators and Circle Leaders and work closely with them as needed
- E To serve as Moderator of the Communication committee (Annual Directory, Newsletter, and other publicity). Also, to print and distribute the directory and newsletter.
Send directory to members of the Coordinating Team, Moderators in local churches, General Presbyter, Synod PW Moderator, Synod PW Vice-Moderator, Secretary, CCT Representatives and Cluster Coordinator, Associate Women's Ministries & Coordinator of PW (in Louisville) and other appropriate persons and offices.

SECTION 4: TREASURER

- A Will serve as treasurer-in-training for the 1st year in office.
- B Will assist in the training of the treasurer-in-training during Treasurer's last year in office
- C To plan with the Presbytery Coordinating Team to interpret the budget to the local women's Coordinating Teams so that all will participate in the financial support of the Presbyterian Women.
- D To receive monies from the local treasurers for the operating budget of the Coordinating Team, for the Churchwide Mission Pledge and other benevolences
- E To distribute funds at the direction of the Coordinating Team
- F To serve as Moderator of the Standing Committee on Finance
- G To present the annual financial report at the Annual Gathering and secure approval for the year's operating budget.

SECTION 5: TREASURER in TRAINING

- A To shadow the Treasurer and assist her as requested.
- B To be elected at the beginning of the first year of the Treasurers term of office
- C After first year in office will assume the position of Treasurer.

SECTION 6: RECORDING SECRETARY

- A Keeps the minutes of the Coordinating Team meetings and mails a copy to each member of the Coordinating Team within two weeks of the last meeting. Includes in the minutes: kind of meeting, date, and place of meeting, name of presiding officer, leaders present, reports made and action taken, motions made and name of person making the motion, action on motions, date and place of next meeting, opening and closing prayer, and other appropriate material.
- B Assists the Vice-Moderator with the newsletter, Annual Directory and is a member of Communication Committee
- C Immediately following the Annual Gathering sends the names and addresses of all leaders to PW Churchwide (PW CCT) and local church PW Moderators.
- D Reads communications at the Coordinating Team meetings and at the Annual Gathering.
- E Maintains the correspondence of the coordinating team as directed by moderator.

SECTION 7: HISTORIAN

- A Writes the history of Presbyterian Women of the Presbytery on a calendar year basis. Keeps a copy for the files
- B Maintains a file of the Presbyterian Women's history
- C Cooperates in the celebration of anniversaries of churches in the Presbytery
- D Receives annual histories from local churches

SECTION 8: MODERATOR OF SEARCH COMMITTEE

- A Moderates the meetings of the Search Committee
- B Prepares agenda for meetings of the Search Committee
- C Secures from the committee all nominations for leaders of the Coordinating Team of Presbytery
- D Considers qualified nominees from all districts recognizing the church's commitment to inclusiveness
- E Assures that the Search Committee as a whole approves all nominations
- F Following approval by the Search Committee, the moderator may divide the responsibility for contacting each prospective nominee. As visits and contacts are made, members of the Search Committee discuss the opportunities of the office with the nominee and give her a copy of the job description to study before she gives her answer. The nominee is also made aware of the training opportunities available.
- G Presents the list of nominees to the Annual Gathering of Presbyterian Women
- H Notifies the Session of the church in which the nominee holds membership that she has been elected for a Presbyterian Women office.

SECTION 9: CLUSTER LEADER

- A To work with Presbyterian Women organizations at the time of their annual evaluation/planning meeting and at other times as needed.
- B To work with each Presbyterian Women's organization within the Presbytery assigned to her, following consultation with these organizations
- C To be available to the Presbyterian Women's organizations by mail, phone, email or in person
- D To communicate concerns of women in congregations to the Presbyterian Women in the Presbytery, Synod and General Assembly
- E To provide support for networking among Presbyterian Women
- F To receive and respond to each Presbyterian Women organization's needs and concerns
- G To interpret the issues of General Assembly and of the churchwide Presbyterian Women
- H To serve on the Coordinating Team of Presbyterian Women in the Presbytery

SECTION 10: TOGETHER IN SERVICE/CELEBRATION GIVING

- A The Together in Service leader shall also serve as the Celebration Giving Leader.
- B To distribute to the local churches a request list and profile of Mission locations each year. She will receive this list from Synod Representative. The purpose of this is to give the women who choose a chance for hands on service.
- C Assist local chairpersons to make a study of their communities and develop programs based on the needs they discover.
- D Share information about what is being done in the churches or Presbytery so that we can learn from each other.
- E Keep women informed about new opportunities for service and encourage them to work with other churches and with secular organizations.
- F Help women see political activity as a way of serving the community and the nation. Be aware of pending legislation at every level.
- G Projects that can be done on the local level are day care centers, tutoring at youth and adult literacy programs, criminal justice committees, hunger action programs, and Habitat for Humanity, etc.
- H Conduct a workshop at the Annual Gathering, if requested.

SECTION 11: PEACEMAKING/SOCIAL JUSTICE

- A To be informed on issues of peacemaking and social justice.
- B To be informed on our church's position on these issues.
- C To keep the local congregations informed by means of articles in the newsletter.
- D Conduct a workshop at the Annual Gathering, if requested

SECTION 12: GLOBAL AWARENESS

- A Requires reviewing information with global emphasis from the General Assembly Council and other governing bodies. (It is recommended that you get on the mailing list of the Worldwide Ministries Division of the Presbyterian Church (U.S.A))
- B Interpret mission objectives to local congregations
- C Encourage participation in mission offerings and other related projects – making missions a yearlong objective.
- D Promote and encourage the use of the Mission Yearbook for Prayer and Study
- E Be available to assist Global Mission Coordinator in the local PW in any way possible.
- F Interpret work of Presbytery and Synod missions programs to PWP/CT and to local PW
- G Promote Mission Haven and Columbia Friendship Circle activities.
- H Conduct a workshop at the Annual Gathering, if requested

SECTION 13: SPIRITUAL ENRICHMENT

- A To open all meetings of Presbyterian Women in Trinity Presbytery with the lighting of the Christ Candle, devotion and prayer.
- B To offer spiritual guidance which would enhance the growth of all members in their faith journey.

SECTION 14: RACIAL/ETHNIC

- A To represent racial/ethnic women and to encourage their participation in PW at the local level.
- B Serve as a full participating member of the coordinating team, including chairing committees and task groups.
- C Brings concerns of racial ethnic women to the attention of PWC CT
- D Shares information and resources with her racial ethnic women's constituency.
- E Submits to each PWP CT meeting a report describing significant happenings and concerns in the racial ethnic community she represents, especially those that relate to women.

ARTICLE IX – FINANCES

- SECTION 1: The Presbyterian Women in Presbytery shall be supported by an appointment from each local Presbyterian Women organization.
- SECTION 2: The giving patterns of Presbyterian Women shall consist of the following: Celebration of Missions through Women's Pledge, Celebration of Creative Ministries (Birthday Offering and Thank Offering), Celebration of Believers, and Celebration of Christian Community.
- SECTION 3: The budget for the year shall be submitted by the Finance committee to the Coordinating Team of the Presbytery for approval and then to the Presbyterian Women in local congregations for final adoption at the Annual gathering.
- SECTION 4: The Treasurers of Presbyterian Women in the congregations shall send the recommended amount annually to the Treasurer of Presbyterian Women in the Presbytery.
- SECTION 5: A definite sum shall be designated as the Moderator's expense account, to be used by her in transacting the work of her office.
- SECTION 6: All necessary expenses for the Coordinating Team Leaders shall be paid by the Coordinating Team of the Presbytery at its discretion.

ARTICLE X – CLUSTERS

SECTION 1: Presbyterian Women in Trinity Presbytery shall be divided into geographic clusters.

SECTION 2: Cluster Gatherings, in cooperation with the Moderator of the Coordinating Team, shall be held as needed.

ARTICLE XI – GATHERINGS

SECTION 1: Presbyterian Women in the Presbytery shall meet at the Annual Gathering for fellowship, information, and inspiration. At this time, necessary business will be conducted and new leaders will be elected after the report from the Search Committee is made and an opportunity is provided for nominations from the floor of the Gathering.

SECTION 2: The time and place of the Annual Gathering shall be determined by a majority vote of the Coordinating Team.

SECTION 3: All members of the Presbyterian Women attending this Annual Gathering shall be entitled to vote.

SECTION 4: The Coordinating Team shall meet as necessary to conduct the business of the organization.

ARTICLE XII – REPRESENTATION

Section 1: The PWP will be represented at gatherings by voting representatives as follows:
Synod gatherings – Moderator (or her designated person) and two voting reps
Churchwide gatherings – Moderator (or her designated person) and one voting rep

ARTICLE XIII - QUORUM

SECTION 1: A quorum of Presbyterian Women in the Presbytery shall consist of four Coordinating Team Leaders together with representation from one-fourth of the Presbyterian Women in the local congregations.

SECTION 2: Five members, providing two general leaders are present, shall constitute a quorum of the Coordinating Team.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order, Newly Revised”, as is used by the General Assembly of the Presbyterian Church in the United States of America as a guide to parliamentary procedures, will be used by Presbyterian Women in Trinity Presbytery.

ARTICLE XV – AMENDMENTS AND SUSPENSIONS

SECTION 1: These By-Laws may be amended at the Annual Gathering by a two-thirds vote of those present and voting, provided notice of the proposed amendment has been submitted to the Presbyterian Women in the local congregation thirty days prior to the Annual Gathering.

SECTION 2: All such amendments shall be submitted in writing, and be signed by two members.

SECTION 3: These By-Laws may also be amended by a three-fourths vote without prior notice. The By-Laws 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 not less than thirty days prior to the Gathering

STANDING RULES OF PRESBYTERIAN WOMEN IN TRINITY PRESBYTERY

- 1 The operating expenses of the Coordinating Team shall be as follows:
Travel – reimbursement will be reviewed annually and established by the Finance Committee and approved by the PWP.
Per Diem – not to exceed \$25.00 per day
Vouchers shall be submitted at each meeting of the Coordinating Team
- 2 The Coordinating Team shall meet at least three times per year (mid-winter, spring and fall). Reminders of Coordinating Team meetings shall be sent by the Moderator at least two weeks before the meeting. Minutes shall be sent to the Coordinating Team members within two weeks of the last meeting.
- 3 Coordinating Team leaders shall submit to the Moderator a typed report at the end of their term of Office. This report shall include an evaluation of the job description and suggested recommendations.
- 4 The financial report shall be filed for audit every year to Trinity Presbytery.
- 5 The election process shall be determined by the Search Committee. The moderator of the Search Committee with the Cluster Leaders shall seek qualified leaders yearly. The Coordinating Team shall receive the names of the nominees at the mid-winter meeting. The election shall be at the Annual Gathering. The slate of the nominees shall be sent to Presbyterian Women in the Congregation thirty days before the Gathering.
- 6 Failure to fulfill the function of an office shall be defined as missing two meetings with no contact to the Moderator or with unfulfilled responsibilities. This will result in replacement of that leader.
- 7 The power to transact business requiring immediate action in the interim of Coordinating Team meetings shall rest with the Moderator and two general leaders who shall constitute an Executive Committee.
- 8 The Pro Rata per member of Presbyterian Women in Trinity Presbytery shall be:
Churchwide - \$1.70; Presbytery - \$1.40; Synod - \$.90
- 9 Standing committees shall as far as possible, be composed of members from different clusters.
- 10 Presbyterian Women shall be inclusive in all that it does. Inclusiveness – A principle of open membership, which embraces all women who wish to participate in Presbyterian Women. The commitment to involve intentionally women of diverse cultures, racial cultures, racial ethnic backgrounds, theological viewpoints within the Reformed tradition, life situations, interests and abilities in the life of Presbyterian Women.
- 11 When a member dies while actively serving on the Coordinating Team, a memorial in the amount of \$50.00 will be sent to her church for a particular program/charity.
- 12 These Standing Rules may be amended at a Coordinating Team meeting by a two-thirds majority vote.