

**Bylaws for Presbyterian Women**  
**Shenandoah Presbytery**  
*Revised February 2020/Approved November 2020*

**Article 1 – Name**

The name of the organization is Presbyterian Women of Shenandoah Presbytery in the Synod of the Mid-Atlantic; hereafter referred to as (PWSP).

**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 the Presbytery may be members.

**Article IV – Coordinating Team Election and Term of Office**

**Section 1.** The elected leaders form a Coordinating Team (CT) for conducting the business of PWSP.

**Section 2.** The Search Committee presents names of women to be elected to the CT to the members of PWSP at an Annual Gathering. Elected leaders of PWSP must be members of the Presbyterian Church (U.S.A.). Elected leaders should have email available to them on a regular basis to ensure efficient communications.

To fill vacancies occurring between Gatherings, the Search Committee shall present nominees to the CT for approval by US mail, email, or at a called CT meeting.

**Section 3.** The term of office for all leaders is two (2) years with the privilege of reelection for a second two-year term. The only exception would be Moderator-Elect, which is a one-year term.

**Section 4.** The leaders of PWSP are: Moderator, Vice-Moderator, Moderator-Elect, Secretary, Treasurer, Historian, Member-at-Large for Together in Service; Member-at-Large for Justice and Peace, Moderator of Search Committee, Search Committee Members, Leadership Coordinator,

Mission Community Coordinators, Sunrise Editor, Celebration and *Horizons* representatives. Additional Members-at-Large with specific responsibilities may be appointed or elected as necessary to help conduct the work of PWSP.

**Section 5.** A rotation system may be established so that approximately one-third of the leaders will be elected each year.

**Section 6.** The Search Committee will strive to select CT members that ensure geographic and racial equity representation of the Presbytery.

**Section 7.** Newly elected leaders will be installed at the Annual Gathering of PWSP, and will assume office at the close of that meeting.

### **Article V – Duties of Leaders**

**Section 1.** The Moderator presides at all meetings of the CT, and at all Gatherings of Presbyterian Women in the Presbytery where business is conducted.

The Moderator is the key person to receive communications and respond on behalf of the organization.

The Moderator will appoint an Audit Committee to review the financial documents of the CT. This will occur prior to the Annual Gathering of PWSP. The Moderator is the representative to the CT in the Synod. The Moderator also represents Presbyterian Women on the Presbytery Coordinating and Planning Commission as appropriate. The Moderator is a voting representative at the Churchwide Gathering, and as required by the National Presbyterian Women, Inc. in the Presbyterian Church, (U.S.A) board. The Moderator may also review and approve CT expense vouchers and sign checks as needed.

**Section 2.** The Vice-Moderator presides in the absence of the Moderator, or at her request. If the office of Moderator becomes vacant between elections, she completes the Moderator's term. She serves as Chair of Planning Committees for Gatherings of PWSP. The Vice-Moderator assists the Moderator as requested.

**Section 3.** The Secretary maintains and preserves the working and historical records of PWSP. The Secretary notifies the Presbytery office of changes in leadership and/or contact information for the Presbyterian Women CT members. The Secretary is responsible for the annual update and distribution of the PWSP directory at the November CT meeting. The Secretary may also assist the Moderator with communications as needed.

**Section 4.** The Historian maintains and preserves historical records of PWSP. Annually, the Historian submits the PWSP history report to the Synod Historian, CT, and Presbytery office. A copy of the history report is made available at the Annual Gathering of PWSP. This report includes Presbyterian Women membership from within Presbytery congregations. The Historian's responsibilities may be combined with the Secretary role if necessary and approved by the CT.

**Section 5.** The Treasurer has knowledge and understanding of all accounting practices and procedures regarding the receipts and disbursement of the operating funds of

PWSP. The Treasurer receives monies from Presbyterian Women in the Presbytery for all Celebration Giving and forwards as scheduled to:  
Presbyterian Women Remittance Processing. P. O. Box 643652, Pittsburgh, PA 15264-3652.  
The Treasurer shall submit all financial records to the Audit Committee at the end of the fiscal year and prior to the Annual Gathering. The Treasurer will provide written financial reports to the CT at each Presbytery CT meeting, and will provide an annual written financial report to the members of PWSP at the Annual Presbyterian Women Presbytery Gathering.

**Section 6.** The Leadership Coordinator relates to the Presbyterian Women Mission Community Coordinators to strengthen the Presbyterian Women leaders network. The Leadership Coordinator is the link between the Mission Community Coordinators, and the Coordinating Team of Presbyterian Women in the Presbytery. The Leadership Coordinator may be asked to coordinate leadership training within the Presbytery.

**Section 7.** The Mission Community Coordinators serve as the link between Presbyterian Women in the congregations and PWSP Coordinating Team.

**Section 8.** The Moderator of the Search Committee administers the work of the search committee, and presents for election those called to leadership positions for PWSP.

**Section 9.** Member-at-Large for Together in Service will assist the PWSP in identifying appropriate mission projects, associated funds and supplies needed and responding to the changing needs around the world. She gathers and presents information to help the PWSP better understand their mission partners and their partners' needs, and to effectively share the story of the ministry to others.

**Section 10.** Member-at-Large for Justice and Peace brings particular concerns of women's issues, as well as resources, to the CT and encourages participation and involvement to support various activities such as the World Council of Churches "wear black on Thursday" campaign to bring awareness to domestic violence against women, and "wear orange on the 25<sup>th</sup> of each month" to bring awareness to the elimination of violence against women.

**Section 11.** The Celebration Giving Representative will interpret the giving opportunities of Presbyterian Women and encourage participation in programs that include: Mission Pledge/Annual Fund, Birthday Offering, Thank Offering, Together in Service, Honorary Life Memberships, Fellowship of the Least Coin and other specific missions.  
The Celebration Giving Representative provides support and resources to the PWSP Coordinating Team and at Presbyterian Women sponsored events as appropriate.

**Section 12.** The *Horizons* Representative will share pertinent information found in the regular editions of the *Horizons* magazine to the CT. This may include Bible Study resources, informational articles, mission opportunities, Justice and Peace information and calendars, etc. The *Horizons* Representative also provides promotional materials and subscription incentives with the PWSP, and may also supply a resource table at PWSP Gatherings and events.

## **Article VI- Duties of the Coordinating Team (CT)**

#### The Coordinating Team:

- \* Plans for regular gatherings, mission community meetings and special interest gatherings of PWSP.
- \* Identifies issues of concern to Presbyterian Women.
- \* Provides program support and resources through the PW Mission Community Coordinators, the PWSP Leadership Coordinator, other PW leaders and related staff to PW in the Congregation.
- \* Identifies and appoints candidates to serve in special roles in the PWSP, e.g. *Horizons* reps and Celebration Giving Representatives.
- \* Provides for representative(s) to serve on Presbytery Coordinating and Planning Commission and on Presbytery or Ecumenical committees and projects as appropriate.

#### **Article VII - Finances**

The program of Presbyterian Women in the Presbytery (PWSP) is financed by pledges of Presbyterian Women in the Congregations to the operating expenses of PWSP. Quarterly, the Treasurers of Presbyterian Women in the Congregation send the recommended amount to the Treasurer of PWSP. *See Article V Section 5.*

#### **Article VIII – Gatherings**

PWSP meet 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 Gatherings of PWSP. All members of Presbyterian Women attending this Gathering are entitled to vote.

#### **Article IX - Amendments to bylaws**

These bylaws may only be amended or suspended at any Annual Gathering. Amendments require 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 30 days prior to the Gathering; or by a three-fourths vote without prior notice. The current bylaws shall be reviewed bi-annually by the PWSP.

#### **Article X**

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

#### **Article XI – Parliamentary Authority**

The rules contained in Robert's Rules of Order (Newly Revised) govern Presbyterian Women 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.