

PRESBYTERIAN WOMEN
BYLAWS
Synod of Living Waters

ARTICLE I
NAME

The name of this organization shall be Presbyterian Women in the Synod of Living Waters.

ARTICLE II
PURPOSE

Presbyterian Women in the Synod (PWS) exists to build community, affirm the call to leadership, raise issues and concerns, and channel information to and from Presbyterian Women in the Presbyteries (PWP) and the Churchwide Coordinating Team (CCT).

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 PWS shall be all women within the Synod who choose to participate in or be supportive of PW in any way.

ARTICLE IV
COORDINATING TEAM
MEMBERS, ELECTION, AND TERMS OF LEADERSHIP

Section 1. Members of the Coordinating Team of PWS (SCT) shall work to fulfill the purpose and principles of Presbyterian Women. The SCT shall consist of a Moderator, Vice-Moderator for Issues, Justice and Peace, Moderator-Elect (when applicable), Secretary, Treasurer, Historian, Search Committee Moderator and other members, PW Leadership Coordinator (LC), Synod CCT Representative, Together-in-Service Coordinator (TIS), Moderator or one Co-Moderator from each PWP within the bounds of the Synod, and Members-at-Large as needed to conduct the work of PWS. Terms of leadership shall begin and end after annual spring/summer SCT meetings. Elected leaders must be members of a Presbyterian Church (U.S.A.). If the Moderator does not serve as the Director of the PWS Triennial Gathering, the person appointed to this position by the Moderator may be invited to attend SCT Meetings, with voice.

Section 2. All members of the SCT named above shall have voice and vote.

Bylaws Page 2 of 6

Section 3. The terms of leadership for all SCT members shall be three years, except for PWP Moderators who serve during their PWP terms of leadership. Other than PWP Moderators who may be elected to other leadership positions, no leader shall serve as a member of the SCT for more than six years, except to become Moderator-Elect or Moderator, without having been off the SCT for one year. If the Moderator is unable to complete her term of leadership, the Vice-Moderator for Issues, Justice and Peace will serve until the end of the Moderator's original term. If any other SCT member resigns or is unable to complete her term, her replacement will fill the unexpired term.

Section 4. The position of Moderator shall rotate among the states of the Synod in the following order: Tennessee, Mississippi, Kentucky, and Alabama. The Moderator-Elect shall be selected from the next state in the rotation. When possible, rotation should be between/among the Presbyteries in each state. PWP Moderators within states shall cooperate in recommending candidates to the Search Committee. If local conditions preclude selecting a candidate, the next scheduled state(s) shall present candidates to the Search Committee and the normal rotation shall be resumed as soon as possible.

Section 5. The Search Committee Moderator shall present the names of women to be elected to the PWSCT for the positions of Moderator, Vice Moderator for Issues, Justice and Peace, Moderator-Elect (when applicable), Secretary, Historian, PW Leadership Coordinator, Together-In-Service Coordinator, CCT Synod Representative, Treasurer, and Search Committee Moderator and members. Women presented for election should represent the diversity of the Synod with special attention being given to race, ethnicity, age, and physical condition.

Section 6. Each state shall have one representative on the Search Committee who is selected by PWP from the Presbyteries in the state. When possible, this should rotate between/among Presbyteries.

Section 7. The Synod representative to the CCT shall be elected in accordance with the following rotation schedule as established by Churchwide Bylaws: Kentucky, Alabama, Tennessee, and Mississippi; and shall serve for a three-year term.

Section 8. All members of the SCT shall vote for leaders at elections conducted during the annual spring/summer meeting. PWP Moderators shall vote as elected representatives of their Presbyteries.

Section 9. The PWS Moderator shall make an annual report to the Synod of Living Waters.

ARTICLE V FUNCTIONS OF COORDINATING TEAM AND RESPONSIBILITIES OF LEADERS

Section 1. Functions of the SCT shall be to:

- a. serve as a communication link between PWPCT and the CCT regarding information, issues, resources, and needs;

Bylaws Page 3 of 6

- b. plan and implement training for PW Leadership Coordinator in consultation with the PW Leadership Enhancement Committee of the CCT;
- c. plan and implement regular gatherings of PWS;
- d. form committees and task forces and appoint women for special tasks as needed;
- e. be responsible for preparing an annual budget and authorizing expenditures and establishing a fiscal year consistent with that of the Synod;
- f. maintain a working relationship with all appropriate staff members;
- g. meet at least once a year.

Section 2. Responsibilities of leaders:

- a. Moderator:
 - 1. provide leadership to the SCT;
 - 2. issue notice, including a tentative agenda and travel information for SCT meetings, at least one month before the scheduled meeting;
 - 3. preside at SCT meetings;
 - 4. preside at any PWS gatherings where business is conducted;
 - 5. schedule called meetings as necessary;
 - 6. receive and disseminate communications related to PWS and PWP Moderators;
 - 7. serve as ex-officio member of all SCT Committees except the Search Committee;
 - 8. represent PWS as voting member at Churchwide business meetings;
 - 9. encourage and facilitate leadership development for all elected leaders of PWS;
 - 10. advocate for mission emphases and major concerns for peace and justice;
 - 11. encourage relationships with appropriate ecumenical bodies;
 - 12. be responsible for communication and a working relationship with appropriate staff members;
 - 13. appoint a Finance Committee to prepare an annual budget and provide for a periodic audit of records;
 - 14. maintain communication with PWP in the Synod;
 - 15. serve as Triennial Gathering Director or may appoint another person, in accordance with the Gathering Manual of Operations;
 - 16. appoint Gathering Planning Team, if appropriate;
 - 17. appoint Director for PW Leadership Training if the PW Leadership Coordinator is not able to perform this function;
 - 18. assist Search Committee in filling vacancies that occur between SCT meetings;
 - 19. represent PWS on appropriate Synod body, and attend Synod meetings;
 - 20. make an annual report to Synod meeting when scheduled;
 - 21. maintain a working file for her successor.
- b. Vice-Moderator for Issues, Justice and Peace:
 - 1. advocate for major issues (e.g., Justice for Women, Peacemaking, Hunger, etc.);
 - 2. serve as *Horizons Magazine* contact;
 - 3. complete Moderator's term if the office becomes vacant;

Bylaws Page 4 of 6

4. encourage relationships with appropriate ecumenical bodies;
 5. represent and assist the Moderator as requested;
 6. preside at meetings if necessary;
 7. review PWS Bylaws and recommend changes as they are needed throughout the term;
 8. maintain a working file for her successor.
- c. Moderator-Elect:
1. serve for a period practicable in preparation for service as Moderator;
 2. become familiar with responsibilities of Moderator;
 3. attend conferences and training events when possible;
 4. assist Moderator as requested;
 5. maintain a working file for her successor.
- d. Secretary:
1. record the minutes of all meetings;
 2. mail (postmark) and/or e-mail minutes to each member of the SCT within 30 days of the meeting;
 3. secure and distribute names and addresses (e-mail when possible) of all SCT members to designated staff, other SCT members, and the Moderator of each PWP;
 4. send minutes and reports of events to the appropriate denominational agency;
 5. send amended bylaws to all SCT members when minutes are adopted;
 6. assist Moderator with correspondence as requested.
- e. Treasurer:
1. receive and disburse all funds;
 2. keep accurate financial records of receipts and disbursements;
 3. submit a written annual financial record to the Synod through the PWS Moderator;
 4. submit a written triennial report to PWS;
 5. chair Finance Committee which prepares a budget and provides for an audit as directed;
 6. secure bond for herself (and Registrar/Treasurer of PWS Triennial Gathering) if necessary;
 7. maintain a working file for her successor.
- f. Historian:
1. prepare annual history of PWS;
 2. assemble facts, brochures, programs (including photographs) of PWS;
 3. act as liaison with PWP Historians and distribute pertinent information, including date to submit annual histories to specified agencies;
 4. maintain a working file for her successor.

Bylaws Page 5 of 6

- g. PW Leadership Coordinator:
 - 1. establish communication network with PWP Leadership Coordinators;
 - 2. assist PWP Leadership Coordinators by sending them correspondence as it arrives;
 - 3. plan and coordinate periodic training for PWP Leadership Coordinators within the Synod;
 - 4. coordinate training plans with Triennial Gathering Planning Team in accordance with PW Leadership Training Manual of Operations;
 - 5. make annual report to Churchwide PW Leadership Enhancement Committee and SCT;
 - 6. maintain a working file for her successor.
- h. Synod Representative to CCT:
 - 1. reside within the bounds of the Synod of Living Waters;
 - 2. provide a written report to the PWS Moderator, PWP Moderators, SCT members, and designated staff members after meetings of CCT;
 - 3. maintain a working file for her successor.
- i. Moderator of Search Committee:
 - 1. call and preside at meetings of the Search Committee, when necessary;
 - 2. maintain close contact in person or by mail, e-mail, or telephone with all committee members;
 - 3. present names of women nominated to PWS leadership positions for election at the annual spring/summer meeting of the SCT;
 - 4. assure that candidates represent all geographic areas of the Synod and have been intentional in the inclusiveness for the selections;
 - 5. maintain a working file for her successor, including names of possible candidates for future nominations.
- j. Together-in-Service Coordinator:
 - 1. respond to PWP requests for information and assistance;
 - 2. communicate with CCT Representative;
 - 3. maintain a working file for her successor.
- k. Members-at-Large:
 - 1. help conduct the work of PWS as needed;
 - 2. serve until specific task is completed.

ARTICLE VI SEARCH COMMITTEE

The Search Committee shall consist of its elected Moderator and one woman from each state within the bounds of the Synod. Rotation among Presbyteries within each state shall be determined by the individual states and coordinated between/among the PWPCT. In accordance with the Book of Order requirements, the term of leadership shall be three years without privilege of re-election.

Bylaws Page 6 of 6

Section 1. If a Search Committee member cannot fulfill her three-year term, the Search Committee Moderator shall appoint a replacement within 30 days of notification.

Section 2. If the Search Committee Moderator cannot fulfill her three-year term, the PWS Moderator shall, on the advice of the PWP Moderator from the affected state, appoint a replacement within 30 days of notification.

- a. The person who is appointed as Moderator to fill the unexpired term shall reside in the same state as her predecessor, when possible.
- b. The person who is appointed as Moderator to fill the unexpired term shall adhere to all rules and regulations stated in Article IV of these Bylaws.

ARTICLE VII FINANCES

The operating program of PWS shall be funded through amounts pledged by PWP. Each PWP Moderator shall send the PWP Mission Pledge Form to the PWS Moderator no later than March 1 each year. The Treasurers of PWP shall send the pledge to the PWS Treasurer no later than April 1 each year.

ARTICLE VIII GATHERINGS

Presbyterian Women in the Synod may meet at Gatherings once every three years. These Gatherings are open to all women for business, enrichment, nurture, challenge, education, worship, Bible study, prayer, and fellowship. All women are encouraged to attend.

ARTICLE IX AMENDMENTS

These Bylaws may be amended by a two-thirds vote of those present and voting at any SCT meeting, provided proposed changes have been mailed (postmarked) and/or e-mailed to voting members at least 30 days before the scheduled meeting. Amendments become effective the date they are adopted. This date will be shown on the Bylaws. These Bylaws may be suspended by a two-third vote of those voting at any SCT meeting.

ARTICLE X PARLIAMENTARY AUTHORITY

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

Adopted at the PWSCT meeting on May 12, 1999.

Amended at the PWSCT meeting on June 5, 2000.

Amended at the PWSCT meeting on June 11, 2004

Amended at the PWSCT meeting on June 5, 2006

Amended at the PWSCT meeting on June 5, 2007

Amended at the Called PWSCT meeting on July 11, 2009