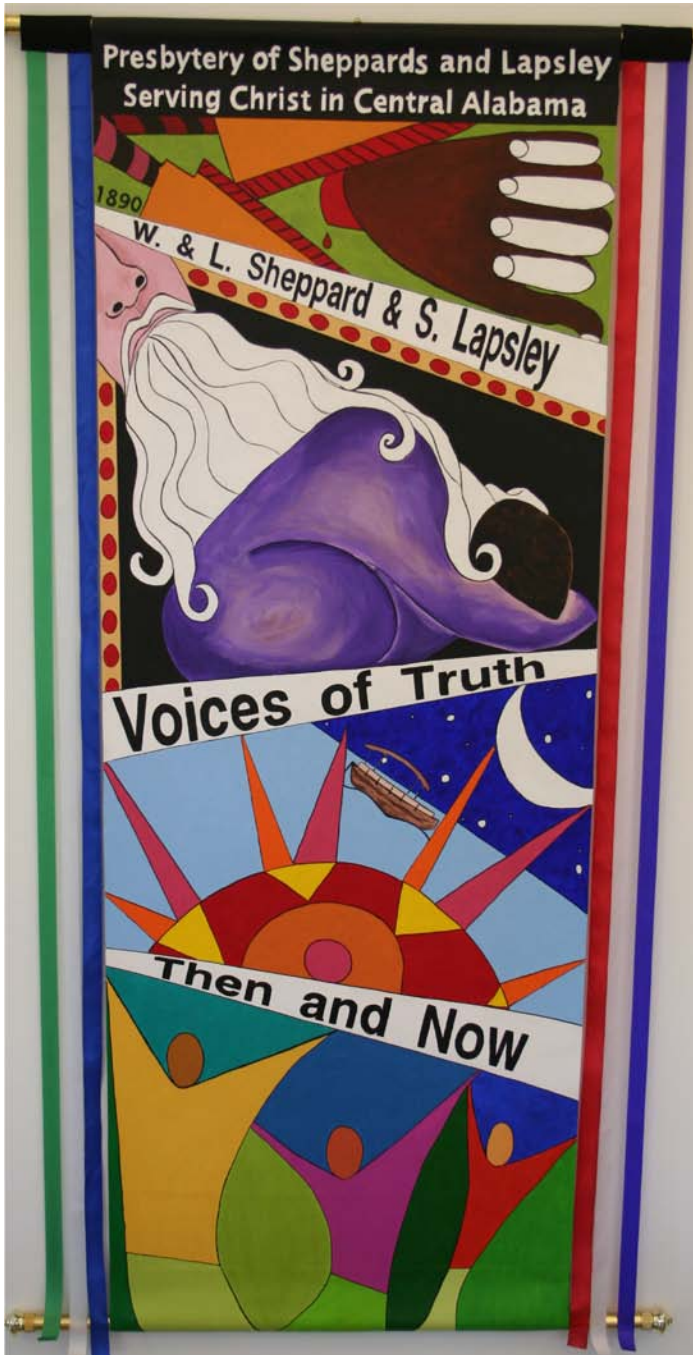


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PRESBYTERIAN WOMEN BYLAWS

Presbytery of Sheppards and Lapsley
Synod of Living Waters

ARTICLE I NAME

The name of this organization shall be Presbyterian Women in the Presbytery of Sheppards and Lapsley and hereafter referred to as PWP.

ARTICLE II PURPOSE

The purpose of PWP is to assist the women in particular churches in providing opportunities for women, as individuals and in groups, as we are:

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

Membership in PWP shall be open to all women in the Presbytery who choose to participate in, or to be supportive of, PW in any way. PWP shall be divided into PW Cluster groups by geographic areas as recommended by the PWP Coordinating Team, hereafter referred to as CT.

ARTICLE IV LEADERSHIP

The leaders of PWP shall form a CT for conducting the business of PWP. Members of the CT shall be members of a Presbyterian Church (U.S.A.) within the boundaries of the Presbytery.

Section 1. The elected leaders of PWP shall be: Moderator; Moderator-Elect (when applicable); Recording Secretary; Treasurer; Treasurer-Elect (when applicable); Financial Secretary; Financial Secretary-Elect (when applicable); Historian; PW Cluster Leaders; PW Cluster Leaders-Elect; Coordinators of Search Committee, Gatherings, Justice and Peace, and Missions. Appointed leaders are Corresponding Secretary, Directory Editor, *Horizons* Representative, and Members-at-large as needed.

Section 2. Leadership Terms.

- a. Moderator: two-year term preceded by a one-year term as PWP Moderator-Elect followed by a one-year term as Immediate Past Moderator (total four-year term).
- b. Recording Secretary, Treasurer, Financial Secretary, and all Coordinators: two year terms.
- c. PW Cluster Leaders: two-year terms preceded by a one year term as PW Cluster Leader-Elect (total three year term).
- d. A CT member may succeed herself for no more than one additional term; however, she may be elected to serve in a different leadership position. A CT member will complete a leadership term before being elected to a new position. The Treasurer and Financial Secretary may be elected to successive two-year terms as an exception to this section.
- e. The Search Committee shall recommend to the CT a replacement for any vacant position. An individual appointed to fill an unexpired term is eligible for election to a full term.

**ARTICLE V
NOMINATIONS AND ELECTIONS**

- Section 1. The Search Committee for PWP shall consist of the Coordinator of Search Committee (chair), the Moderator, the PW Cluster Leaders, and Moderator-Elect (when applicable).
- Section 2. The Search Committee shall present to the Annual Spring Gathering (ASG) names of women being nominated for leadership roles in PWP.
- Section 3. Nominations may be made from the floor. Anyone so nominated must have earlier indicated her willingness to have her name placed in nomination.
- Section 4. After nominations are closed, the election shall proceed by ballot. A simple majority of votes cast shall constitute an election. Where there is only one candidate for a position, the election ballot shall be dispensed with and the election shall proceed by acclamation.
- Section 5. No one shall hold more than one position of leadership in PWP at the same time.
- Section 6. The newly elected leaders shall be installed before adjournment of the ASG and shall assume their duties at the close of the Gathering
- Section 7. When a vacancy occurs, the Moderator shall appoint a replacement.

**ARTICLE VI
DUTIES OF MEMBERS**

- Section 1. The Moderator shall:
- a. Preside at all gatherings and meetings of the CT and PWP when business is conducted.
 - b. Set dates for PWPCT meetings and notify the Coordinator of Gatherings.
 - c. Call special meetings of the CT.
 - d. Appoint standing and special committees.
 - e. Appoint a Directory Editor, Corresponding Secretary, and *Horizons* Representative for one-year terms. Appoint By-laws chair if there is no Moderator-Elect.
 - f. Serve on the Finance and ASG Committees.
 - g. Install incoming CT members after their election at the ASG.
 - h. Submit a report to be presented during the ASG.
 - i. Serve on the Alabama/Mississippi Women's Conference Planning Team during her two-year term.
 - j. Serve on the Presbytery Council with Voice and Vote.
 - k. Attend Presbytery meetings and report annually to the Presbytery of Sheppards and Lapsley.
 - l. Exercise right to vote at Presbytery meetings as an ordained elder.
 - m. Represent PWP at Churchwide PW Gatherings as a voting representative.
 - n. Receive annual pledge forms from PWC and submit pledge to Churchwide Coordinating Team.
 - o. Appoint voting representative(s) to the Churchwide Gathering with the approval of the CT.
 - p. Serve as representative to the Coordinating Team of Presbyterian Women in the Synod (PWS).
 - q. Select an individual to present the devotion at each CT meeting.
 - r. Appoint a temporary Moderator for a CT meeting if the need arises and there is no Moderator-Elect.
- Section 2. The Moderator-Elect, during her Moderator-Elect year, shall:
- a. Prepare to become Moderator by becoming knowledgeable of the work of PW.
 - b. Attend Alabama/Mississippi Women's Conference classes and/or Synod training classes pertinent to the Moderator's duties.
 - c. Preside in the absence of the Moderator or at her request.
 - d. Complete the Moderator's unexpired term if necessary.
 - e. Assist the Moderator as requested.
 - f. Chair the Bylaws Committee and serve on the Finance, ASG, and Search Committees.

Section 3. The Recording Secretary shall:

- a. Maintain working records of CT meetings.
- b. Mail a draft of the minutes to the Moderator for approval and send a final copy to each CT member and others as directed by the Moderator.
- c. Maintain a current roster of CT members with names, addresses, and telephone numbers and send to CT members and others as directed by the Moderator.
- d. Accept CT members' written annual reports and append them to the official copy of the ASG minutes.
- e. Send CT roster to the Presbytery office and others as directed by the Moderator.

Section 4. The Treasurer shall:

- a. Maintain financial records on a calendar year basis.
- b. Promptly receive and record all funds.
- c. Receive all amounts pledged to PWP, ASG offerings, and all other funds received from PWC.
- d. Receive Birthday and Thank Offerings (including Health Ministries) and Mission Pledges from PWC and send them quarterly to the Central Receiving Service.
- e. Send each PWC an annual report of the amounts received from said group.
- f. Disburse operating expense funds to Financial Secretary periodically.
- g. Open a checking account separate from the Financial Secretary with signatures of Treasurer and Financial Secretary on the signature card (one signature only required on checks).
- h. Disburse funds as designated by each PWC.
- i. Prepare periodic financial reports and send them to PWP Moderator and Moderator-Elect.
- j. Make periodic report of finances to CT.
- k. Maintain records of Training and Retreat Funds invested with the Presbyterian Foundation.
- l. Withdraw Training and Retreat Funds as directed by the CT.
- m. Assist in training Treasurers of the PWC as to responsibilities and proper procedures for handling funds.
- n. Arrange for annual audit of Treasurer's and Financial Secretary's records.
- o. Notify Moderator of her intention to leave the leadership position at least 12 months before the expiration of her current term to allow for election of the Treasurer-Elect.
- p. Prepare a written financial report to be presented at the ASG and distributed to the Presbytery.

Section 5. The Treasurer-Elect (when applicable) shall:

Work closely with the Treasurer for one year and assume her position at the end of that year.

Section 6. The Financial Secretary shall:

- a. Chair the Finance Committee.
- b. Maintain financial records by program year (ASG to ASG).
- c. Maintain a checking account separate from the Treasurer with signature of Treasurer and Financial Secretary on the signature card (one signature only required on checks).
- d. Disburse funds as directed by the CT.
- e. Pay all expense vouchers from CT members.
- f. Make periodic financial reports to the CT.
- g. Present a proposed budget at the ASG.
- h. Submit books for annual audit.
- i. Present written financial report at ASG.

Section 7. The Financial Secretary-Elect (when applicable) shall:

Work closely with the Financial Secretary for one year and assume her position at the end of that year.

Section 8. The Historian shall:

- a. Inform PWC Historians regarding submission of the PWC histories.
- b. Compile and maintain a permanent record of gatherings and activities of PWP.
- c. Prepare the necrology of PWP for the preceding calendar year and forward to the Coordinator of Gatherings no later than February 1.
- d. Conduct a memorial service at the ASG.
- e. Promote Honorary Life Memberships and memorial gifts.

Section 9. The Coordinator of Search Committee shall:

- a. Chair the Search Committee.
- b. Maintain a current file of prospective candidates for leadership positions.
- c. Prepare a slate of leaders and present it at the ASG for election and installation.

Section 10. The Coordinator of Gatherings shall:

- a. Chair the ASG Committee.
- b. Plan and coordinate the ASG.
- c. Confer with the Moderator on time and place for CT meetings.
- d. Revise the fall workshop guidelines as needed during her last year in this leadership position.
- e. Assist in planning other meetings as necessary.

Section 11. The Coordinator of Justice and Peace shall:

- a. Pray and work for justice and peace.
- b. Train new Justice and Peace Coordinators in the congregation whenever appropriate.
- c. Inform congregational Justice and Peace Coordinators of the Presbytery about timely events to emphasize and execute if possible.
- d. Keep PW Cluster Leaders informed as to what information is sent to the Justice and Peace Coordinators. PW Cluster Leaders may then inform the PW Moderators of those churches without a Justice and Peace Coordinator so that the PWC may find persons or ways to carry out what needs to be done.
- e. Address at least the following issues during the year: Immigration, AIDS and diseases of poverty, peacemaking, agricultural concerns, domestic violence, intersection of poverty with gender, race, and class.
- f. Keep the Tips from the Presbyterian Women Manual (rev. 2007) on pages 11-13 always before the Justice and Peace Coordinators and include the tips in Linkage articles.

Section 12. The Coordinator of Missions shall:

- a. Provide resource materials about agencies receiving benevolences.
- b. Obtain information about mission opportunities and provide this to PW Cluster Leaders for forwarding to PWC.
- c. Provide PW mission opportunity resource materials at PW Cluster Leaders' Fall Gatherings and the ASG.
- d. Serve as PWP point of contact for Peacemaking information.

Section 13. PW Cluster Leaders shall:

- a. Nurture PWC in the churches assigned to them.
- b. Provide assistance with resources and programming, communicate local needs and concerns to the PWPCT, and maintain contact with churches which do not have active PW programs.
- c. Serve as source of information about all matters dealing with PWC.
- d. Be the liaison between PWC and PWPCT.
- e. Coordinate a fall gathering/workshop for PWC in their cluster groups.
- f. Attend all training, including Synod CT Leadership training, pertinent to their duties.
- g. Serve on Search Committee.

Section 14. PW Cluster Leaders-Elect shall:

- a. Prepare to become PW Cluster Leaders by becoming knowledgeable about the work of PW.
- b. Attend at least two meetings of the CT.
- c. Attend one training event for PW Cluster Leaders.

Section 15. The Corresponding Secretary shall:

- a. Attend to general correspondence of PWP.
- b. Send advance notices of meetings and gatherings to CT and other groups as directed by the Moderator.
- c. Assist the Directory Editor as needed.
- d. Compile and publish the *Linkage* Newsletter on a schedule determined by the CT and distribute it to CT members and PWC Moderators.

Section 16. The Directory Editor shall:

- a. Compile annual PWP Directory information submitted by PWC through PW Cluster Leaders.
- b. Arrange for printing Directory.
- c. Send copies of Directory to PW Cluster Leaders for distribution to PWC during Fall Gatherings.
- d. Send copies of Directory to leaders and individuals as directed by the Moderator.

Section 17. The Treasurer-Elect shall:

- a. Attend PWPCT meetings as member with voice and without vote.
- b. Become familiar with records, proper record keeping procedures, and all duties of the Treasurer.
- c. Assume duties of Treasurer in January after installation at ASG.

Section 18. The *Horizons* Representative shall:

- a. Interpret *Horizons* Magazine with a presentation at each PWP Gathering (Annual Spring and Fall).
- b. Provide promotional materials for each PW Cluster Leader to share with the PWC in her **cluster** group.
- c. Provide promotional materials for the *Linkage* when appropriate.
- d. Report at each PWPCT meeting.

ARTICLE VII THE COORDINATING TEAM

Section 1. Regular meetings of the CT shall be held to plan, aid in communication, and conduct business between Annual Spring Gatherings.

Section 2. The Moderator or Moderator-Elect and five members, including representatives from at least three different churches, constitute a quorum of the CT.

Section 3. The elected and appointed members of the CT named in Article IV, Section 1, shall have voice and vote on the CT.

Section 4. The CT shall assure that the Treasurer and Financial Secretary are properly bonded through the Presbytery or make provisions if necessary.

ARTICLE VIII COMMITTEES

Section 1. The Finance Committee shall consist of the Financial Secretary (Chair), Financial Secretary-Elect (when applicable), Moderator, Moderator-Elect (when applicable), Treasurer, Treasurer-Elect (when applicable), one CT member, and one member-at-large who is not a member of the CT.

Section 2. The ASG committee shall consist of the Coordinator of Gatherings (Chair), Moderator, Moderator-Elect (when applicable), and the PWC Moderator of the host church.

Section 3. The Search Committee shall consist of the Coordinator of Search Committee (chair), the Moderator-Elect (when applicable), and PW Cluster Leaders.

Section 4. The By-laws Committee shall consist of the Moderator-Elect (when applicable) as Chair, one Coordinator, and one PW Cluster Leader appointed by the Moderator.

ARTICLE IX GATHERINGS AND MEETINGS

Section 1. An ASG shall be held for fellowship, information, and inspiration.

- a. Items of business to be acted upon are:
 1. Election and installation of CT members.
 2. Adoption of budget of PWP.
 3. Other items of business deemed appropriate by the CT.
- b. Quorum: A quorum shall consist of at least 75 representatives from PWC.
- c. Voting: All members of PW within the Presbytery attending the ASG shall be entitled to vote.

Section 2. PW Cluster Leaders shall, in cooperation with the Moderator of PWP, hold workshops/gatherings and other meetings within their areas as may be needed. Notice of these meetings will be given to the CT and all Moderators of PWC within the geographic area.

Section 3. Other meetings shall be held as determined by the CT.

**ARTICLE X
PARLIAMENTARY AUTHORITY**

The rules contained in the latest edition of *Roberts Rules of Order Newly Revised* shall govern PWP 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.).

**ARTICLE XI
AMENDMENTS**

The Bylaws may be amended at any ASG by a two-thirds vote of those present and voting, provided notice of the proposed amendment has been submitted in writing by the PWPCT to all PWC 30 days before the ASG.

Adopted at the Annual Spring Gathering, March 19, 1992.

Amended at the Annual Spring Gatherings: March 18, 1993; March 17, 1994; March 16, 1995; March 21, 1996; March 23, 2002; March 17, 2007; and March 29, 2008.

**PRESBYTERY OF SHEPPARDS AND LAPSLEY
PRESBYTERIAN WOMEN
THE FIRST TEN YEARS**

May 2, 1987. For most, this was probably an insignificant day, but it has great meaning for the women of the Presbytery of Sheppards and Lapsley. The Presbytery did not have a name and no one knew what would happen when four Presbyteries joined. The women present that day for the first meeting of the Transition Team of “Presbytery B” literally, and figuratively, assembled from north and south – and east and west. Initial tasks involved designing a structure for the Coordinating Team (CT), appointing a search committee, and scheduling a date for the first Annual Spring Gathering (ASG).

The representatives of the uniting Presbyteries were:

Birmingham Mid-South: Judy Cruse, Lillian Ford, and Carolyn Jordan

Birmingham South: Shirley Bass, Sally Frey, and Libby Odom

John Knox: June Martin, Clair Nichols, and May Scarbrough

North Alabama Union: Susan Booth, Joan Rea, and Ann Smith

The team met again in August and November 1987 and January and February 1988 to develop a tentative organization, operating guidelines, PW Enabler group boundaries, a budget, and a slate of nominees. A Significant accomplishment was a willingness to put aside thoughts of “we and they” and “the way we used to do it.”

The first ASG was held at Birmingham Shades Valley Presbyterian Church on April 14, 1988 with 308 present. The Rev. Jeanne Hoechst-Ronner, Oxford Dodson Memorial Presbyterian Church, led the worship service. Carolyn Jordan, Birmingham Southminster Presbyterian Church, was elected Moderator and a CT with members representing all areas of the Presbytery was elected. Eight PW Enabler groups were established along geographic lines with 12 churches in most groups.

The 1989 ASG was held on April 13 at Tuscaloosa First Presbyterian Church. The Rev. Dr. Elisabeth Lunz, Associate, Women’s Ministry Unit, Southeast Region conducted worship. June Martin (Auburn First Presbyterian Church) was elected Moderator.

Cleda Locey, Moderator of Churchwide Presbyterian Women, led worship and installed the incoming CT during the April 17, 1990 ASG at Montgomery Memorial Presbyterian Church. Leola Smith (Birmingham Westminster Presbyterian Church) was elected Moderator.

Anniston First Presbyterian Church hosted the ASG on April 22, 1991. The speaker for the day was Barbara Roche, Editor of *Horizons* Magazine. Judy Cruse (Birmingham Huffman Presbyterian Church) became Moderator.

The 1992 ASG was held March 19 at Birmingham Independent. Gladys Strachan was guest speaker and Ann Smith (Jacksonville First Presbyterian Church) was elected Moderator.

In 1993 we returned to Tuscaloosa First Presbyterian Church for the March 18 ASG. A severe snow storm affected the attendance. Those who attended heard Mary Kuhns, Associate for Justice for Women, speak and elected Joan Rea (Sylacauga First Presbyterian Church) as Moderator.

The Rev. Eugenia Gamble, Presbytery of Sheppards and Lapsley Associate/Mission Program/Interpretation, inspired the group who attended the March 17, 1994 ASG at Sylacauga First Presbyterian Church. Ann Davenport (Tuscaloosa First Presbyterian Church) was elected Moderator.

On March 16, 1995 we traveled to the southeast rim of the Presbytery to Auburn’s First Presbyterian Church to be enriched by Anna Bedford’s words. Anna was Associate Editor of *Horizons* Magazine. During this ASG, Edith Bauman (Birmingham Independent Presbyterian Church) was installed as Moderator.

We returned to Birmingham’s Independent Presbyterian Church on March 21, 1996 to enjoy fellowship and worship and celebrate the restoration of the area that burned after our 1992 meeting. The Rev. Dr. Sara Juengst spoke of faith and faithful people. Robbie Allen (Birmingham Miller Memorial Presbyterian Church) was elected Moderator.

March 20, 1997 found us in the southwestern part of the Presbytery at Selma First Presbyterian Church where the Rev. Eugenia Gamble, pastor of Birmingham First Presbyterian Church, was the speaker. In addition to the necrology given by Historian, Ora Bennett, there was a memorial tribute to Shirley Bass (Birmingham Miller Memorial Presbyterian Church), member of the Transition Team, former PW Enabler, and Coordinator of Gatherings. Robbie Allen started her second year as Moderator.

The tenth anniversary was celebrated on March 19, 1998 at First Presbyterian Church, Anniston where Kay Howard (Jacksonville First Presbyterian Church) was installed as Moderator. Members of the Transition Team and past Moderators were recognized. Barbara Woody, Associate Executive, Synod of Living Waters reminded the group of the deep roots of women in the church and challenged them for the future. Worship service was conducted by the Rev. Leeann Scarbrough (Piedmont First and Carmel Presbyterian Churches). The Lord's Supper was celebrated with Ms. Scarbrough and the Rev. Katherine Evans (Birmingham Southminster Presbyterian Church) and the Rev. Margaret Northen (Jacksonville First Presbyterian Church).

During its short life, the organization has been re-formed to make it more effective. The original operating guidelines became Constitution and Bylaws and then Bylaws. Some positions on the Presbytery CT were combined and new ones established. A major change during 1993-1994 was redrawing the PW Enabler group boundaries and reducing the number from eight to five. Experience showed this was unwieldy and in 1995 the five became six. In 1996 the term of the Moderator was extended to two years, preceded by one year as Moderator-elect.

Each year PW enabler groups meet in Fall Gatherings/Workshops for inspiration, training, and fellowship. Women of the Presbytery continue to support the Alabama/Mississippi Women's and other PW conferences.

Women of the Presbytery are active as leaders in their local churches, serve on and chair Presbytery divisions and committees, are involved in Synod of Living Waters activities, and are Commissioners to Presbytery, Synod, and General Assembly.

In addition to contributing to their local congregations, PW's in the Presbytery generously support a number of local, Presbytery, and Synod benevolences; give to the operation of Presbytery and Synod level CT; and fill needs world-wide with their pledges to the churchwide Mission fund, Fellowship of Least Coin, Birthday and Thank Offerings and other funds. The range of interests is wide, but there is emphasis on missions and education through donations to help needy persons in our communities and the world, support seminaries and colleges, and promote children's well-being.

We continuously work to achieve the goal of building an inclusive, caring community of women that strengthens the Presbyterian Church (U.S.A.) and witnesses to the promise of God's kingdom.

**PRESBYTERIAN WOMEN
SYNOD OF LIVING WATERS
PWSCT 2011-2012**

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Presbytery of
Sheppards and
Lapsley



Serving Christ in Central Alabama

**PRESBYTERIAN WOMEN IN THE PRESBYTERY OF SHEPPARDS &
LAPSLEY**
2011-2012 COORDINATING TEAM



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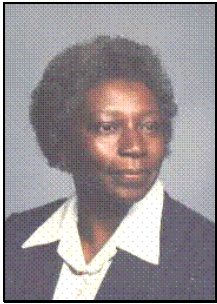
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