

Presbyterian Women in the Presbytery of Blackhawk By-Laws

(As amended April 11, 2015)

ARTICLE I – NAME

The name of this organization shall be Presbyterian Women in the Presbytery of Blackhawk, hereinafter referred to as PWP.

ARTICLE II – PURPOSE

The purpose of PWP shall be to strengthen the program of Presbyterian Women in each congregation within the bounds of the Presbytery, relating them to Presbyterian Women in the Synod of Lincoln Trails (SOLT) and to Presbyterian Women in the Presbyterian Church (USA), and together striving to fulfill this 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 (USA) and witnesses to the promise of God’s Kingdom.”

ARTICLE III – MEMBERSHIP

Section 1. Members of PWP shall be all women within the presbytery who choose to participate in, or be supportive of PWP in any way.

Section 2. It shall seek the membership of women 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.”

Section 3. The PW in Congregations of PWP shall be divided into 4 geographic areas whose work shall be supported by the elected Area (Cluster) Leader. [*The term Cluster is to be eliminated.*]

ARTICLE IV – COORDINATING TEAM

Section 1. A Coordinating Team (CT) shall conduct the business of PWP.

Section 2. Coordinating Team Membership

- a. The elected and voting members of the CT of PWP shall be Moderator, Vice-Moderator, Secretary/Historian, Treasurer, Communications Editor, Together-in-Service/Peace, Justice & Hunger Coordinator, Area Leaders, and Members-at-Large. [*Positions for Moderator of Search Committee, Search Committee Members, and Cluster Leader Coordinator have been proposed to be discontinued at this time and their responsibilities assigned to the Area Leaders.*]

- b. The appointed and non-voting members of the CT shall be the Parliamentarian and the Search Committee member for Presbyterian Women in the Synod of Lincoln Trails (SOLT).

Section 3. An executive committee composed of the Moderator, Vice-Moderator, Secretary/Historian, and Treasurer (and Cluster Leader Coordinator) may act in cases of emergency or upon matters referred to it by the CT.

Section 4. Election and Terms of Office

- a. The time of election and appointment of members of the Coordinating Team (CT) shall be at the Annual Gathering of PWP. The CT members shall be installed at the Annual Gathering and take office immediately.
- b. The term of office for elected CT members shall be for two years with the privilege of one re-election for another consecutive term. Once two consecutive terms have been served, a CT member is ineligible for election to the same office for a period of one year. No elected CT member shall serve either full or partial terms aggregating more than four years.

OMIT [c.] (The term of office for the Search Committee Moderator is one year, with the privilege of reelection.)

- c. [d.] Appointed CT members shall be appointed annually by the CT Moderator at the Annual Gathering and may be reappointed without limitation.
- d. [e.] In order to preserve continuity of effort, election of CT members shall be staggered.

Year 1: Moderator, Vice-Moderator, Secretary/Historian, ½ of the Area Leaders, and ½ of the Members-at-Large.

Year 2: Communications Editor, Treasurer, Together-in-Service/Peace, Justice & Hunger Coordinator, ½ of the Area Leaders, and ½ of the Members-at-Large.

EXCEPTION: If the CT has been unable to fill a position on the Coordinating Team prior to or on the day of the Annual Business Meeting, the member of the Coordinating Team currently serving in that position, who is willing to continue to serve, will be allowed to serve another term, if approved by those in attendance at the annual meeting.

- e. [f.] Vacancies occurring between elections shall be filled by election by the CT to fulfill the unexpired term. The CT shall present nominations for election at a regularly scheduled CT meeting.

Section 5. Nominations

The CT (Search Committee) shall present a slate of nominees for elected CT positions to the members of PWP at the Annual Gathering. Nominations shall be solicited from the floor and may be presented provided consent of the nominee has been obtained.

ARTICLE V – DUTIES OF THE COORDINATING TEAM

The CT shall

- a. Facilitate the work of Presbyterian Women in Congregations.
- b. Plan for regular gatherings, area meetings and special interest gatherings of PWP.
- c. Identify issues of concern to Presbyterian Women.
- d. Provide program support and resources through the Area (Cluster) Leaders and related staff to PW in the Congregations.
- e. Provide for representatives to serve on Presbytery or ecumenical committees and projects, as appropriate.
- f. Meet semi-annually, other meetings may be called by the Moderator, if necessary.

ARTICLE VI – DUTIES OF LEADERS

Section 1. The **Moderator** shall preside at all meetings of the CT and at all gatherings of PWP where business is conducted. She shall be the key person to receive communications on behalf of PWP. She shall be the representative to the CT of PW in SOLT. She shall be a voting representative at Churchwide Gatherings. She may appoint other members of the PWP/CT to standing or ad hoc committees, and she may appoint other individuals as non-voting members of the CT for work on specific projects.

Section 2. The **Vice-Moderator** shall preside in the absence of the Moderator or at her request. If the office of Moderator becomes vacant between elections, she shall complete the Moderator's term. She shall moderate the planning committee responsible for planning the annual gathering. She shall assist the Moderator, (Cluster Leader Coordinator) and Area (Cluster) Leaders as requested.

Section 3. The **Secretary/Historian** shall take the minutes of the PWP/CT meetings and distribute them to the PWP/CT members within 30 days following each meeting. She shall take the minutes at business meetings conducted at gatherings of the PWP. She shall maintain and preserve the working and historical records of PWP and assist the Moderator as requested.

Section 4. The **Treasurer** shall have knowledge and understanding of all procedures regarding receipts and disbursements of the operating funds of PWP. She shall receive from PW in the Congregations the Celebration of Mission Giving pledges and other funds intended for the mission of PC(USA) and forward those funds to the depository directed by PW of PC(USA), except for the amount pledged for the operating expenses of PWP and Presbyterian Women in SOLT. She shall send to the Treasurer of PW in SOLT the amount assigned for the operating budget of PW in SOLT. She shall disburse the operating funds of PWP as authorized by the budget and by the CT. She shall make an annual written financial report to the members of PWP. She shall prepare the annual budget for CT approval. She shall be bonded through SOLT.

(Section 5) **OMIT**

Section 5. (Section 6) Area (Cluster) Leaders

- a. There shall be 1 or 2 **Area (Cluster) Leaders** to represent each of the 4 geographic areas within the presbytery. At least one of these should reside in the designated area.
- b. Each **Area (Cluster) Leader** shall provide support and program resources to the PW in the Congregations assigned to her and shall be the direct link between PW in the Congregation and the CT of the PWP. She shall become knowledgeable about mission resources, study and action resources, Presbyterian publications, Bible study materials and the giving patterns of Presbyterian Women in order to help PW in the Congregations to perform their work most effectively. She shall interpret issues of the General Assembly and of the Churchwide Presbyterian Women.
- c. **Area (Cluster) Leaders** appointed by the CT Moderator shall form the nominating committee to identify nominees for the CT.
- d. **Area (Cluster) Leaders** are responsible for coordinating fall gatherings in the area.

Section 6. (7.) The Communications Editor shall prepare and e-mail or mail the MEMOS newsletter of PWP, following a publication schedule established by the CT. She shall prepare the Annual Report for distribution at the annual gathering. She shall maintain a mailing list of Moderators of PW in the Congregation, other contact persons for PW issues and appropriate contacts at the Synod and national level.

Section 7. (8.) The Together-in-Service/Peace, Justice & Hunger Coordinator shall become knowledgeable about mission opportunities and about peace, justice and hunger issues at all levels of the denomination and shall share that knowledge with PWP and with PW in the Congregations.

(Section 9.) **OMIT**

Section 8. (10.) Members-at-Large

PWP shall strive to have 4 Members-at-Large on the CT, representing under-represented women, including racial ethnic and younger women, in the presbytery.

ARTICLE VII – STANDING COMMITTEE

(Section 1. Search Committee a, b, c, d and e) OMIT

Section 1. (2.) By-Laws Committee

- a. The By-Laws Committee shall **consist of 3 members** of the CT appointed by the Moderator.
- b. The responsibility of the By-Laws Committee is to monitor compliance with the by-laws and to recommend changes, as needed, for vote of the membership.

ARTICLE VIII – GATHERINGS

Section 1. Annual Gathering

- a. There shall be an Annual Gathering of PWP between March 1 and May 1 to conduct the business of the group, elect and install officers, and hear annual reports. There may also be an educational and/or inspirational feature at this gathering and a worship service.
- b. All members of PW attending the Annual Gathering shall be entitled to vote at the business meeting.
- c. A quorum for a business meeting of PWP shall be participants representing at least 20% of the pledging PW in the Congregation groups in the Presbytery.

Section 2. There shall be a **fall gathering in each area** each year with a focus on spiritual renewal, education, and mission opportunities.

Section 3. Other gatherings of PWP or of groups of PW in Congregations may be held at the discretion of the CT.

ARTICLE IX – FINANCE

The program of PWP shall be financed through the pledges of PW in the Congregations to the operating expenses of PWP. PW in the Congregations shall also pledge for the operating budget of PW in SOLT. The CT shall recommend an annual amount equal to a percentage of each PW in the Congregation's pledge to Celebration of Mission Giving. Treasurers of PW in the Congregations send the recommended amount to the Treasurer of PWP.

ARTICLE X – VOTING REPRESENTATIVES TO CHURCHWIDE GATHERINGS

Voting representatives to Churchwide Gatherings shall be the Moderator or her alternate; and members of the CT or their alternates in the following proportions designated by national Presbyterian Women: one representative for the first 75 congregations in the presbytery, or fraction thereof, plus 1 representative for every additional 50 congregations, or fraction thereof, within the presbytery.

ARTICLE XI – RELATIONSHIPS

- a. PWP shall be an agency of and cooperate with the Presbytery of Blackhawk.
- b. PWP shall be a member of and cooperate with PW in the Synod of Lincoln Trails (SOLT).
- c. PWP shall be a member of the Presbyterian Women in PC(USA) and share in the projects sponsored by the Churchwide Coordinating Team.

- d. PWP shall bear a relationship to Church Women United and other interdenominational programs within the area that are officially approved by PC(USA).

ARTICLE XII – AMENDMENTS

Section 1. These by-laws may be amended at any annual gathering business meeting by a 2/3 vote of those present and voting, provided notice of the proposed amendments has been submitted, in writing to PW in the Congregations at least 30 days prior to the gathering. These by-laws may also be amended by a 3/4 vote of those present and voting without prior notice.

Section 2. These by-laws may be suspended by a 2/3 vote of those present and voting, provided notice of such suspension had been submitted, in writing, to PW in the Congregations at least 30 days prior to the gathering.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in **Robert's Rules of Order, Newly Revised** shall govern PWP in all cases to which they are applicable and to which they are not inconsistent with those by-laws and the Constitution of PC(USA).