

# **BY-LAWS OF PRESBYTERIAN WOMEN IN THE PRESBYTERY OF SCIOTO VALLEY**



## **ARTICLE I – NAME**

The name of this organization shall be Presbyterian Women in the Presbytery of Scioto Valley, hereafter referred to as PW/PSV.

## **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,  
support the mission of the church worldwide,  
work for justice and peace, and  
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 PW/PSV shall be all women within the Presbytery who choose to participate in or be supportive of PW in the Presbytery in any way.

## **ARTICLE IV – COORDINATING TEAM, ELECTION AND TERM OF OFFICE**

Section 1. The leaders shall form a Coordinating Team (CT) for conducting business of PW/PSV.

Section 2. The Search Committee shall present names of women, to be elected and installed to the Coordinating Team, to the members of PW/PSV at the annual spring Gathering. Elected leaders of PW/PSV shall be members of PC (U.S.A.).

Section 3. The term of office for all leaders elected in the organization shall be three years, with the privilege of being elected to the same position for one additional term, or being elected to another office for one term. A leader filling an unexpired partial term shall be eligible to be re-elected to one full term. A leader who serves for six consecutive years must wait one full year before serving another term on the CT, with the exception of the Moderator, who shall serve one **additional** year **as an advisor** on the CT following her term of office.

Section 4. The leaders of PW/PSV shall be Moderator, Vice Moderator for Mission Interpretation, Vice Moderator for Study and Spiritual Development, Vice Moderator for Justice and Peace, Secretary, Treasurer, ~~Resource Liaisons~~, Moderator of the Search Committee, Search Committee Members, ~~Communicator~~ **Horizons Representative**, and Registrar, **and Members-at-Large**. Additional leaders with designated responsibilities, appointed by the Moderator, shall be: Newsletter Editor, Circulation and Publishing Coordinator and Historian. Other leaders with designated responsibilities may be members-at-large. The immediate Past-Moderator shall serve one year on the CT as a member-at-large. **All leaders shall be available to suggest resources and provide organizational and programming advice and assistance to PW in the Congregations.**

Section 5. An Executive Council shall be established to include the Moderator, Vice Moderators, Secretary and Treasurer, to conduct necessary emergency business.

Section 6. A rotation system shall be established so that approximately one-third of the leaders will be elected each year. Election shall be in classes as follows:

Class of 2023, 2026, 2029, 2032

Vice Moderator for Justice and Peace

Treasurer

Registrar

~~Resource Liaison~~ Member-at-Large – one member

Search Committee – one member

Class of 2021, 2024, 2027, 2030

Moderator

Vice Moderator for Mission Interpretation

Secretary

~~Resource Liaison~~ Member-at-Large – one member

Search Committee – ~~one~~ two members

Class of 2022, 2025, 2028, 2031

Vice Moderator for Study and Spiritual Development

~~Resource Liaison~~ Member-at-Large – one member

Search Committee – ~~one~~ two members

~~Communicator~~ Horizons Representative

Section 7. The terms of office, fiscal and reporting year for the PW/PSV shall be from May to April.

#### ARTICLE V – DUTIES OF LEADERS

Section 1. The Moderator, or one of the Vice Moderators, shall preside at all meetings of the Coordinating communications on behalf of PW. The Moderator, or one of the Vice Moderators, shall be the representative to the Coordinating Team of PW in the Synod. She shall also represent PW on the Presbytery Commission on Nurture and Outreach. The Moderator, or one of the Vice Moderators, shall be a voting representative at the Churchwide Gatherings. The Moderator shall serve one year on the CT as a member-at-large following the conclusion of her term of office. The Moderator shall receive the annual mission pledges from PW in the congregations and individuals. She shall fulfill all the responsibilities listed in the job description for her office.

Section 2. Vice Moderators will assume the duties of the Moderator in her absence or at her request on a rotation basis with the Vice Moderator for Study and Spiritual Development serving the first year, Vice Moderator for Justice and Peace the second, and Vice Moderator for Mission Interpretation the third. If the office of Moderator becomes vacant between elections, the Vice Moderator currently serving as alternate shall complete the Moderator's term. That Vice Moderator will fulfill all the duties of the Moderator and the Vice Moderator until a new Moderator or Vice Moderator can be elected.

Section 3. The Secretary shall maintain and preserve working records of PW/PSV. She shall fulfill all the responsibilities listed in the job description for her office.

Section 4. The Treasurer shall have knowledge and understanding of the receipts and disbursements of the operating funds of PW/PSV. She shall receive from PW in the congregations the church worldwide mission pledges. Quarterly, she shall forward 80% of all pledge receipts to Presbyterian Women in the PC(USA) Remittance Processing in Pittsburgh, PA, 10% of all pledge receipts to the Synod of the Covenant (SOC) Missions and 10% of all pledge receipts to the Presbytery of Scioto Valley (PSV) Missions. She shall also forward to Presbyterian Women in the PC(USA) Remittance Processing special offerings and Honorary Life Memberships. The Operating Fund of PW/PSV is an additional 7% of the PW in the Congregation's annual

~~pledge. This amount is to be received in January and is to be used in the support of PW in the Presbytery/Synod. After the end of each calendar year, she shall remit 3.0% of the previous year's church worldwide mission pledges to the PW Synod Treasurer.~~ She shall make quarterly and annual written financial reports to the members of PW/PSV. She shall disburse funds as authorized by the approved budget or as ordered by the Executive Council or the CT. She shall chair the Finance Committee composed of the three Vice Moderators, and the Moderator as ex-officio member. She shall fulfill all the responsibilities listed in the job description for her office.

~~Section 5. The Resource Liaisons shall provide program support to the PW in the Congregations assigned to them and shall be a direct link between PW in the Congregations and the Coordinating Team of PW/PSV. They shall fulfill all of the responsibilities listed in the job description for the office.~~

Members-at-Large shall attend and participate in the work of the Coordinating Team with voice and vote. Their duties and responsibilities shall not be fixed but shall vary according to the gifts of each member and the needs of PW/PSV, as decided by the Coordinating Team, and as directed by the Moderator.

Section 6. The Moderator of the Search Committee shall administer the work of the Search Committee and present for election, the names of women called to leadership positions in the PW/PSV. She shall be selected from the continuing members of the committee. The Search Committee shall present her name in nomination at the annual election. The term of the Moderator shall be one year. She shall fulfill all the responsibilities listed in the job description for her office.

Section 7. The ~~Communicator~~ **Horizons Representative** shall provide information about PW/PSV **when appropriate** to *The Presbytery News* and the Churchwide publication, *Horizons*. She shall promote Horizons among members. She shall fulfill all the responsibilities listed in the job description for her office.

Section 8. The Registrar shall receive registrations for Gatherings. She shall fulfill all the responsibilities listed in the job description for her office.

Section 9. All leaders shall follow those duties and responsibilities as prescribed in their job descriptions, and shall maintain records which shall be given to their successors.

Section 10. Other members-at-large with specific responsibilities shall be appointed or elected to help conduct the work of PW/PSV. These women may be representatives of or to organizations to which PW/PSV relates. They may attend Coordinating Team meetings with voice, but without vote.

Section 11. Job descriptions for all leaders shall be maintained and updated by the CT and available upon request from the Secretary.

## ARTICLE VI – DUTIES OF THE COORDINATING TEAM

The Coordinating Team shall:

- a. Plan for regular and special interest Gatherings of PW/PSV.
- b. Identify issues of concern to PW.
- c. Provide program support and resources, ~~through Resource Liaisons and related staff,~~ to PW in the Congregations.
- d. Provide for representative(s) to serve on the Presbytery Commission on **Justice, Nurture and Outreach, and Education** (CJOE) and on Presbytery or ecumenical committees and projects as appropriate, i.e., Justice for Women, Church Women United and Faith Choice Ohio ~~Religious Coalition for Reproductive Choice.~~

- e. Attend all Gatherings and CT Meetings, or be excused by the Moderator or Secretary.

#### ARTICLE VII – SEARCH COMMITTEE

The Search Committee shall consist of ~~three~~ five women. The Moderator shall be elected by the committee members by consensus. She shall have served at least one year on the Search Committee prior to becoming Moderator. She shall be elected at the Spring Gathering of PW/PSV. The term of office shall be three years. The Moderator of the Search Committee shall be a member of the Coordinating Team. Other member of the committee may attend these meetings with voice but without vote. The responsibility of the Search Committee is to recommend persons to be called to leadership positions and to present them for election at the Spring Gathering of PW/PSV or at any other time when a vacancy occurs.

#### ARTICLE VIII – FINANCES

In addition to the annual mission pledge, PW in the Congregations and individuals are asked to give an additional 7% of their annual mission pledge total for the operating budget of PW/PSV and an additional 3% of their annual mission pledge total for the operating budget of PW/SOC. These monies are to be sent to the PW/PSV Treasurer who will then disburse the funds appropriately.

~~The program of PW/PSV and the PW in the Synod of the Covenant (PWSoC) shall be financed by PW in the Congregations, who are asked to give 7% of their mission pledge for this purpose. The Treasurers of PW's in the Congregations shall send the recommended amount annually to the Treasurer of PW/PSV. The Treasurer of PW/PSV shall remit 3.0% of those receipts to the PWSoC. (Payment to PW/SOC will in~~ occur in February.)

#### ARTICLE IX – GATHERINGS

PW/PSV shall meet at least annually and more often if appropriate. PW/PSV Gatherings shall be open to all. The election and installation of leaders shall be held at the Spring Gathering of PW/PSV. The budget shall be approved at the first Gathering of the fiscal year. All members of PW attending Gatherings shall be entitled to vote.

#### ARTICLE X – AMENDMENTS

These bylaws may be amended at any PW/PSV Gathering by a two-thirds vote of those members present and voting, provided notice of the proposed amendments has been submitted, in writing, to PW in the Congregations at least thirty (30) days prior to a Gathering. These bylaws may also be amended by a three-fourths vote without prior notice. These bylaws may be suspended by a two-thirds vote of those members present and voting.

#### ARTICLE XI – QUORUM

The quorum for the CT shall be seven members. The quorum of the PW/PSV shall be at least 10% of the PSV Congregations represented by active PW organizations.

#### ARTICLE XII – PARLIAMENTARY AUTHORITY

Consensus decision-making shall be utilized whenever possible. If consensus cannot be reached, or at the request of any member of the CT at CT meetings or the request of any member of PW/PSV at a Gathering, parliamentary authority will revert to Roberts' Rules of Order, Newly Revised, to govern decision making in all cases where they are not inconsistent with these bylaws and the Constitution of the PC (U.S.A.).