



PRESBYTERIAN WOMEN IN THE SYNOD OF THE NORTHEAST



BYLAWS PRESBYTERIAN WOMEN IN THE SYNOD OF THE NORTHEAST

ARTICLE I – NAME

The name of this organization shall be Presbyterian Women in The Synod of the Northeast in the Presbyterian Church (U.S.A.) Inc.

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

Members of Presbyterian Women in The Synod shall be all women within The Synod who choose to participate in, or be supportive of, Presbyterian Women in The Synod in any way.

ARTICLE IV – COORDINATING TEAM, ELECTIONS, AND TERMS OF OFFICE

Section 1. The Coordinating team shall be:

Moderator	Churchwide Coordinating Team Representative
Vice-Moderator	Search Committee
Secretary	Moderator of Finance Committee
Treasurer	Leadership Network Coordinator
Historian	Coordinator for Justice and Peace Concerns
Coordinator for Together in Service	

When the Moderator is entering the final year of her term, there will be an election for Moderator-Elect. She will serve as Moderator-Elect for one year, and then serve a regular three-year term as Moderator. The Moderator-Elect will serve on the Coordinating Team with voice and vote.

When the Vice-Moderator is entering the final year of her term, there will be an election for a Vice-Moderator-Elect. She will serve as Vice-Moderator-Elect for one year, and then serve a regular three-year term as Vice-Moderator. The Vice-Moderator-Elect will serve on the Coordinating Team with voice and vote.

Members-at-Large, no more than seven (7), to represent the diversity of Presbyterian Women in The Synod. One Hispanic/Latin American Presbyterian Woman Moderator, at the Presbytery level, shall represent Hispanic/Latin American Presbyterian Women. One Korean American Presbyterian Woman Moderator, at the Presbytery or Synod level (or her designee), shall represent Korean American Presbyterian Women. One Middle-Eastern American woman, endorsed to us by the Middle-Eastern American Women's Group shall represent Middle-Eastern American Presbyterian Women. Three other Members-at-Large will be elected to represent Asian American (other than Korean), African American, and Native American racial-ethnic women in The Synod. The terms of office shall be three (3) years. The term of office shall be not more than three (3) years.

There will be one college woman endorsed to us by a Presbytery to represent college women by voice and vote. The woman should live and attend college within the bounds of the Synod. The college woman will be appointed to the Coordinating Team by the Moderator, and serve until graduation.

The Moderator or one Co-Moderator from each Presbyterian Women in the Presbytery within The Synod shall/may also serve on the Coordinating Team of Presbyterian Women in The Synod.

Section 2. The term of office for all leaders shall be three (3) years, without the privilege of reelection to the same office, except as follows:

- Moderator Elect - one, one year term
- Vice Moderator Elect - one, one year term
- Treasurer -two, three year terms

After two consecutive unexcused absences, elected members of the Coordinating Team of Presbyterian Women in the Synod will be contacted by the Moderator and asked if they want to continue in the position or be replaced.

Vacancies occurring between annual elections shall be filled by appointment by the Moderator upon the recommendation of the Search Committee.

Section 3. The Search Committee shall:

- a. Present the names of women nominated to be elected to the members of Presbyterian Women in The Synod at such time and place, and in such a manner as determined by the Coordinating Team. They shall assume office at the close of the annual gathering
- b. Maintain updated position descriptions of the Leaders, to be available on the PWSNE website and reviewed every three years
- c. Deliberately seek and consider women of diverse age and ethnicity in order to present an inclusive slate of nominees.

Section 4. A rotation system shall be established so that approximately one-third of the leaders will be elected each year.

Section 5. Should a leader serve only one-third (1/3) of an unexpired term, she is eligible for election to one (1) full term, while serving two-thirds (2/3) of a term will be considered a full term.

Section 6. The Moderator shall make appointments as necessary. They shall include but not limited to: webservant, clergywoman, seminarian, data base coordinator/registrar, Lighthouse Editor, Horizons Representative. Each may be appointed for a term of up to three (3) years. Each may not serve more than six (6) consecutive years, unless a replacement cannot be found. The Presbyterian Women Representative on Synod Committee on Nominations is appointed for a one (1) year term, renewable, not to exceed three years. It would be an act of God's grace if capable and talented women can be recruited for these positions. Each serves with voice and vote on the Coordinating Team.

ARTICLE V – DUTIES OF THE COORDINATING TEAM (leaders)

Section 1. The Coordinating Team shall:

- a. Serve as a communication link between Presbyterian Women Coordinating Teams at the Presbytery and the Churchwide levels
- b. Plan and implement training in leadership skills for Presbyterian Women in consultation with The Synod PW Leadership Network Coordinator and the Churchwide Coordinating Team
- c. Plan and implement regular gatherings of Presbyterian Women in The Synod
- d. Form committees and task forces and appoint women for special tasks, as needed

- e. Work with other women's constituencies in The Synod
- f. Help to plan Synod-wide gatherings for all women in The Synod
- g. Ensure that a representative is provided to serve on Synod Assembly and on Synod or ecumenical committees or projects, as appropriate
- h. Approve an annual budget and authorization of expenditures and establish a fiscal year consistent with the governing body

Section 2. The Coordinating Team shall meet annually at such time and place as determined by the facilitating committee, normally in the context of a gathering or leadership training event.

Section 3. Members of standing committees shall be members of the Coordinating Team of Presbyterian Women in The Synod of the Northeast. All standing committees report to the Coordinating Team. There shall be the following standing committees:

- a. Facilitating Committee – The Facilitating Committee shall consist of Moderator, Vice-Moderator, Secretary, Treasurer, and the representative to the Churchwide Coordinating Team. The Facilitating Committee shall have general supervision of the affairs of Presbyterian Women in The Synod between regular meetings. They shall act on behalf of the Coordinating Team when necessary and promptly report such actions to the Coordinating Team of The Synod.
- b. Finance Committee – The Finance Committee shall consist of the Moderator of the Finance Committee, the Treasurer, and one of the Members-at-Large from the Coordinating Team. In addition, two Moderators of Presbyterian Women in the Presbytery shall be appointed on a rotating system by the Moderator of the Coordinating Team of Presbyterian Women in The Synod in consultation with the Moderator of the Finance Committee. The Finance Committee shall prepare an annual budget for the operating expenses of Presbyterian Women in The Synod and present it to the Coordinating Team for information prior to its approval and adoption at an annual business meeting. The Finance Committee shall determine the amount requested from Presbyterian Women in the Presbyteries for the ongoing work of Presbyterian Women in The Synod. The Finance Committee administers the scholarship funds. The Finance Committee shall require an annual financial review.

ARTICLE VI – SEARCH COMMITTEE

The Search Committee shall consist of the Moderator of the Search Committee and four women, each from a different Presbytery within The Synod. The term of office shall be three years.

ARTICLE VII – GATHERINGS

Section 1. Presbyterian Women in The Synod shall meet at gatherings open to all women at least once every three years. One gathering each year shall be designated as the annual business meeting; this may be in the context of a gathering or a leadership training event. Election of leaders shall be done in the context of a gathering of Presbyterian Women in The Synod or by mail or e-vote ballot. Designated voting delegates are the Coordinating Team, PWP Moderators or a designee, and one (1) additional delegate from each Presbyterian Women in the Presbytery.

Section 2. The quorum for a gathering of Presbyterian Women in The Synod shall be members representing at least two-thirds of the presbyteries within The Synod.

ARTICLE VIII – RELATIONSHIPS

Section 1. Presbyterian Women in the Synod is a member of Presbyterian Women of the Presbyterian Church (U.S.A.) Inc. As such, Presbyterian Women in the Synod shall elect voting delegates to the Churchwide Gathering of Presbyterian Women in accordance with the current Bylaws of Presbyterian Women in the Presbyterian Church (U.S.A.) Inc., and it shall comply with the Churchwide Coordinating Team policies regarding finances.

Section 2. Presbyterian Women in The Synod shall be related to The Synod of the Northeast and shall operate within its jurisdiction.

ARTICLE IX. AMENDMENTS

These bylaws may be amended at any gathering of Presbyterian Women in The Synod by a two-thirds vote of those present and voting, provided notice of the proposed amendments have been submitted, in writing (a PDF document is acceptable), to Presbyterian Women in the Presbyteries at least thirty (30) days prior to the gathering. These bylaws may also be amended by an e-vote if no gathering or business meeting is scheduled, provided that the appropriate notice has been given, and that there are no questions as to the changes. The e-vote shall be taken and recorded by the Secretary. These Bylaws may be suspended by a two-thirds vote of those present and voting, provided notice of such suspension has been submitted, in writing, to the members thirty (30) days prior to the gathering.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised (latest edition) shall govern Presbyterian Women in The Synod of the Northeast 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.).

Adopted: July 1989

Revised: July 1996

Second Revision: July 1999

Third Revision: July 2001

Fourth Revision: November 2001

Fifth Revision, November 2003

Sixth Revision, July 2005

Seventh Revision, July 2007

Eighth Revision, October 2011