

**BYLAWS
PRESBYTERIAN WOMEN
PRESBYTERY OF SAINT AUGUSTINE**

ARTICLE I - NAME

The name of this organization shall be Presbyterian Women in the Presbytery of Saint Augustine (hereinafter referred to as PWP), Synod of South Atlantic, Presbyterian Church (U.S.A.). **We are an unincorporated entity.**

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.), (hereafter referred to as PC (U.S.A.)), and witnesses to the promise of God's Kingdom.

ARTICLE III - MEMBERSHIP

Members of Presbyterian Women in the Presbytery shall be all women within the Presbytery who choose to participate in, or be supportive of, Presbyterian Women in the Presbytery in any way. **(All PWPCT officers, whether elected or appointed, shall be members of PC (USA).)**

**ARTICLE IV - COORDINATING TEAM
ELECTION AND TERM OF OFFICE**

SECTION 1

All elected and appointed leaders shall form a Coordinating Team (hereinafter shall be referred to as PWPCT)(,) and shall have full voting privileges in conducting the business of the PWP.

SECTION 2

The PWPCT shall be made of up of elected officers: Moderator, Vice-Moderator/Moderator Elect, Vice-Moderator/Planner, Secretary, (/) Historian, Treasurer, PW Regional Coordinators, and may include Members-at-Large representing Celebration Giving, Justice and Peace, Together in Service, Scholarship, Spiritual Life and any other areas of responsibility needed to carry out the work of the PWP. Members-at-Large may be elected by PWP or appointed by the Moderator, with the approval of the PWPCT. **(Job descriptions are listed within these Bylaws, in Article V.)**

SECTION 3

The election of PWPCT leaders, shall be held at the Annual Gathering of PWP, and a majority vote shall elect. A slate of nominees shall be presented by the Vice-Moderator who heads the search committee. **(and) (n) (N)** ominations may also be made from the floor, provided the nominee has agreed to serve. All PWPCT leaders, whether elected or appointed, shall be members of the Presbyterian Church (U.S.A.).

SECTION 4

Two years shall be the term of office for all elected leaders(,) except the Vice-Moderator/Moderator Elect(,) and Vice-Moderator/Planner(,) who are installed without further election(,) and the PW Regional Coordinators(,) who are elected for a term of three years. Any leader who has served a full term(,) is

ineligible for election(,) to the PWPCT(,) for one year. However, if a diligent search for a new elected leader is unsuccessful, the PWPCT may recommend an extension of a term.

SECTION 5

A rotation system shall be established so that approximately one-half of the leaders serving two(-)year terms, and one-third of the PW Regional Coordinators, who serve three(-) year terms, are elected each year. Terms shall stay in place(,) with vacancies being filled only to finish the remainder of the term. Regions will be designated and balanced as needed.

SECTION 6

In the event that a PWPCT leader is unable to fulfill her commitment for any reason, she may resign(,) or be removed(,) by a two-thirds majority vote of the PWPCT, and shall be expected to deliver to them all pertinent information in her possession. Should a vacancy occur at year's end, the Vice-Moderator, who heads the search committee, shall recommend a replacement to be elected at the Annual Gathering. If a vacancy occurs during the year, the search committee shall recommend a replacement(,) to be elected by a two-thirds majority rising(,) or ballot vote of the PWPCT. Members-at-large will be appointed by the PWPCT(,) as vacancies occur.

ARTICLE V - DUTIES OF LEADERS

SECTION 1

The Moderator shall plan for(,) and preside at(,) all meetings of the PWPCT (,) and at all gatherings of the PWP. She shall receive communications on behalf of PW(,) and distribute information to the PW Moderators in the congregations. She shall represent PWP(,) by serving on the Coordinating Team of PW in the Synod(,) and shall also be a voting representative(,) for PWP(,) at Churchwide Gatherings. She shall represent PW, with voice and vote, (on the Presbytery Coordinating Council,) and shall provide a written annual report to the Presbytery of Saint Augustine(,) as well as for the records of the PWP. She shall coordinate all PWP activities, appoint committees and leaders as necessary(,) and shall serve as ex-officio on all committees(,) except the search committee. She shall lead the Moderator/Vice Moderator workshop at the Annual PWP Gathering, provid(ing) materials and information(,) that can be used and shared(,) at the local level. **(The candidate for this position will be proficient in the use of email correspondence, Zoom, Word, texts, downloading and sending files from the internet, and Excel (for Treasurers only).)**

SECTION 2

The Vice-Moderator/Moderator Elect shall preside in the absence of the Moderator(,) or at her request. Should the office of Moderator become vacant between elections, she shall assume that position for the remainder of that term(,) at which time she may move into her own term as Moderator. During her term as Vice-Moderator/Moderator-Elect(,) she shall function as a PWP Regional Coordinator trainer, she shall assist the Moderator, informing and preparing herself to assume that office. She shall also supervise plans for training new leaders of PW in the congregations (hereafter referred to as PWC). As PWP Regional Coordinator trainer(,) she shall be the liaison between the PWPCT and PW Regional Coordinators. She shall attend training as it becomes available(,) and provide support services(,) including resources, training, planning, and programming(,) for the local church PW groups. She shall make recommendations for leadership positions to the search committee. She shall prepare a written report for all PWPCT meetings and, if unable to attend, she shall send a representative to assume her responsibilities. She shall lead one of the workshops at the Annual Gathering, provid(ing) materials and information that can be used and shared at the local level. **(The candidate for this position will be proficient in the use of email correspondence, Zoom, Word, texts, downloading and sending files from the internet, and Excel (for Treasurers only).)**

SECTION 3

The Vice-Moderator/Planner shall recruit a committee of her own(,) choosing and presid(ing) over same(,) to plan and promote the PWPCT Annual event. She shall submit a written annual report(,) and submit a budget request to the PWPCT. (The candidate for this position will be proficient in the use of email correspondence, Zoom, Word, texts, downloading and sending files from the internet, and Excel (for Treasurers only).)

SECTION 4

The Secretary/Historian shall record(,) and preserve(,) records of all meetings of the PWPCT and PWP(,) and shall distribute minutes to all PWPCT members prior to all meetings. She shall attend to correspondence(,) and publicity(,) as directed by the Moderator. She shall obtain information as to current PW leaders(,) from all the congregations of the Presbytery(,) to be included in the PWP Yearbook, which is her responsibility to produce(,) and distribute. As Historian, she shall maintain and preserve historical records of the PWP(,) and shall inform local Historians regarding the procedures for preparing and filing their histories(,) utilizing the criteria established in the PW Manual(,) related to Historian(,) and as directed by the Synod PW Historian. She shall lead the Secretary/Historian workshop at the Annual Gathering, provid(ing) materials, and information that can be used and shared at the local level. (The candidate for this position will be proficient in the use of email correspondence, Zoom, Word, texts, downloading and sending files from the internet, and Excel (for Treasurers only).)

SECTION 5

The Treasurer shall receive and disburse all PWP monies received from PW in the Congregation, monies for all Celebration Giving (except Leadership Endowment Fund, Widening the Circle Fund and World Day of Prayer)(,) and forwards as scheduled to Presbyterian Women Remittance Processing, PO Box 643652, Pittsburgh, PA 15264-3652, (except the amount designated for the operating expenses of PW in the Presbytery and PW in the Synod)(.) She keeps accurate financial records of receipts(,) and disbursements(,) of all PW funds, submits regular written reports to the coordinating team(,) and an annual written report to PW in the Presbytery, and submits financial records for an accounting review on an annual basis. She shall lead the Treasurer's workshop at the Annual PWP Gathering, provid(ing) materials and information(,) that can be used and shared at the local level. She shall serve as Chairperson of the PWP Budget Committee. She shall present to the Annual Gathering the names of Honorary Life Memberships in the congregations for the year. (The candidate for this position will be proficient in the use of email correspondence, Zoom, Word, texts, downloading and sending files from the internet, and Excel (for Treasurers only).)

SECTION 6

The PWP Regional Coordinator shall be the liaison between the PWPCT and PWC. She shall attend training on a yearly basis(,) and provide support services including resources, training, planning, and programming for the local church PW groups(,) which have been assigned to her through regular personal contact. She shall make recommendations for leadership positions to the Vice-Moderator/Moderator Elect(,) who is the head of the search committee. She shall prepare a written report for all PWPCT meetings(,) and if unable to attend(,) she shall send a representative to assume her responsibilities. (The candidate for this position will be proficient in the use of email correspondence, Zoom, Word, texts, downloading and sending files from the internet, and Excel (for Treasurers only).)

SECTION 7

Members-at-Large(,) with specific responsibilities(,) are appointed to help conduct the work of PWP. They shall prepare written reports for all PWPCT meetings. (The candidate for this position will be proficient in the use of email correspondence, Zoom, Word, texts, downloading and sending files from

the internet, and Excel (for Treasurers only).)

- A. The Celebration Giving Representative shall interpret the giving opportunities of Presbyterian Women(,) and encourage participation in Celebration Giving (Mission Pledge, Birthday and Thank Offerings, Memorial/Recognition Gifts, Honorary Life Membership, Together in Service, Fellowship of the Least Coin, Leadership Endowment Fund and Widening the Circle).
- B. The Justice and Peace Coordinator shall serve as liaison with leaders at the Synod and Churchwide levels(,) and shall serve as a resource person to PWC. She shall bring to the PWPCT concerns(,) which need to be recognized(,) as to need for action(,) and make recommendations for such action. She shall lead the Justice and Peace workshop at the PWP Annual Gathering, provid(ing)materials and information that can be used and shared at the local level.
- C. The Together in Service Coordinator shall serve as liaison for requests(,) from the Synod Together in Service Representative(,) and shall facilitate the program through PW in the local churches. She shall lead PW into significant participation(,) in the program of the church in World Missions(,) and bring to all PW(,) an awareness of the larger fellowship(,) to which they belong(,) as members of the church. She shall encourage active participation in the missions designated by the PWPCT. She shall encourage local churches to be involved in community needs. She shall lead the Together In Service workshop at the PWP Annual Gathering(,)provid(ing) materials and information that can be used and shared at the local level.
- D. The Scholarship Coordinator shall work with the PWPCT and Presbytery Committee on Preparation for Ministry in researching the needs of seminary students who are currently sponsored by PC(USA) and shall present the name(s) of the approved scholarship recipient(s) for the PWP “Kay Beckman Seminarian Scholarship” at the Annual Gathering. She shall coordinate the granting of such scholarships for PW leadership development as the PWPCT may create.
- E. The Spiritual Life Coordinator shall open each meeting of the PWPCT with the lighting of the Christ Candle(,) and a devotional prayer. She shall lead the group in a spiritual activity(,) to help nurture members in their spiritual life and faith. She shall lead the Spiritual Life Workshop at the PWP Annual Gathering, provid(ing) materials and information that can be used and shared at the local level.

ARTICLE VI- DUTIES OF THE PWP COORDINATING TEAM

The PWP Coordinating Team shall plan for regular Gatherings, district meetings and special interest gatherings of PWP. They shall identify issues of concern to PW(,) and provide program support and resources for PWC through the PWP Regional Coordinators and/or appropriate leaders. They shall also provide representation on the Presbytery Coordinating Council(,) and various Presbytery and Ecumenical committees, as appropriate.

ARTICLE VII- SEARCH COMMITTEE FUNCTION

The search committee function shall be carried out by the Vice-Moderator/Moderator Elect as Chair(,) and the PWP Regional Coordinators currently in office. Members should always be aware of positions to be filled(,) and seek capable leaders to recommend. Candidates for offices shall be advised of all the duties of the office she is being asked to assume. Prior to presentation at the Annual PWP Gathering, a slate of nominees who are willing to serve, should be presented to the PWPCT by the Vice-Moderator/Moderator Elect for approval.

ARTICLE VIII- FINANCES

The program of PWP shall be funded through the pledges requested of PWC. The Treasurers of PWC shall send their pledge amounts annually to the Treasurer of PWP.

- A. The Budget Committee shall consist of the Moderator, Vice-Moderator/Moderator Elect, Treasurer and one PWP Regional Coordinator.
- B. The PWP Coordinating Team shall approve any disbursements not governed by the budget.

ARTICLE IX - GATHERINGS

PWP shall meet at least annually(,) and more often if appropriate. These meetings shall be open to all women. The election and installation of leaders(,) and presentation of the budget(,) shall be done in the context of the Annual PWP Gathering. All members of PW(,) in attendance shall be entitled to vote. The quorum for a Gathering of PWP shall be those members present for a regularly scheduled announced PWP Annual Gathering.

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern PWP in all cases to which they are applicable(,) and in which they are not inconsistent(,) with these Bylaws(,) and any special rules of order the PWP may adopt. **Robert's Rules of Order, Newly Revised is the written authority governing PW Rules of Order.**

ARTICLE XI - AMENDMENTS

These Bylaws may be amended at any PWP Gathering by a two-thirds vote of those present and voting, provided notice of the proposed amendment(s) has been submitted, in writing, to PWC at least thirty (30) days prior to the PWP Annual Gathering. These Bylaws may also be amended by a three-fourths majority at the Annual PWP Gathering without prior notice.

All proposed amendments shall be submitted in writing for the approval of the PWPCT.

A revision of these Bylaws may be called for and approved by the PWPCT, after which it may be adopted by the same procedure required for amendments.

Standing Rules

1. The Annual Gathering shall:
 - a. be held the last Saturday in January.
 - b. alternating among the regions is encouraged.
2. An Annual event will be planned for August.
3. There shall be at least four PWPCT meetings a year.
4. Bylaws will be reviewed by a Committee of three appointed by the Moderator every three years.
5. (Virtual and Electronic Gatherings and Meetings are to be considered as valid as an in-person meeting.)

****Presbytery of St. Augustine***

****Special Rules for Electronic Presbytery Meetings***

[2021 Version]

The presbytery adopted these special rules for the called presbytery meeting held on July 28, 2020 and for future electronic meetings, subject to amendment.

“Participants” includes teaching elders (ministers), ruling elder commissioners, and other voting members as well as corresponding members and visitors.

1. Participants must pre-register for the meeting and enter through the waiting room.
2. The Zoom meeting space will open at least 30 minutes before the time of the meeting.
3. Voting members must join the meeting on individual devices (one person, one device) that are capable of using all of the video features, including raising a hand, signifying “yes” or “no,” responding to “polls,” and typing in the “chat” function.
4. When participants enter the meeting space, they will “rename” themselves to include their registration information. If your church name contains the word “First,” please include the city name as well (or just the city name). Note: TE = Teaching Elder; RE = Ruling Elder. CM - Corresponding Member, V = Visitor. Example: Mary Smith – TE –Covenant; Fred Jones – RE –Palatka First.
5. Non-voting participants, including Corresponding Members, will type a z- before their names. This is to ensure that voting participants appear first on the participant list so that their chats, votes, etc. can be easily seen. Example: z-Marigrace Doran – Staff.
A quorum will be determined at the beginning of the meeting and must be maintained for actions to be taken. (A quorum in our presbytery is at least three ruling elders and three teaching elders, representing at least three different congregations.)
6. Voting members are encouraged to have their video feed on during the meeting, especially when they are speaking.
7. Participants will keep themselves muted at all times unless called on to speak. (A host may mute all participants.)
8. To make a motion or speak, a voting member will use the "raise hand" button and wait until that member is called on to speak. The Moderator may also call on a participant who has voice (but without vote) per our Manual of Operations or a committee member or other resource person who may have information needed that relates to a pending motion. Motions, points of order, requests for information and parliamentary inquiries must be placed in the “chat” function so that they can be seen by all and so that the Moderator will know the priority in which to call on the raised hands.
9. If there is an extended debate, the moderator can ask people to queue up by typing “Pro” or “Con” in the chat window. People will be called on in the order that they type these words, alternating between the “Pros” and the “Cons.”
10. The moderator will use voting by “unanimous consent” when appropriate (“if there are any objections, raise your hand” and if there are no objections “it is so ordered”).
11. The moderator will clearly announce other means of voting prior to their use, including yes/no buttons, Zoom’s polling feature, or voice votes. The polling feature will always be used if a motion is made/approved for an anonymous “ballot.”
12. Participants must monitor their surroundings while in the meeting to avoid any potentially embarrassing or awkward situations while on camera.
13. While every effort will be made to provide stable access to the Zoom platforms, each participant is responsible for his or her audio and internet connections; no action shall be invalidated on the

grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

14. The Moderator may assign individuals to the following roles: (a) registrar(s); (b) hosts/co-hosts; (c) vote-counters; (d) technical assistance providers.**

POLICIES AND PROCEDURES

Presbyterian Women St. Augustine Presbytery Coordinating Team

Procedures for confirming annual pledges from PWC:

If no pledge sheet has been received by PWPCT Treasurer by the stated dead line, it is the policy of PWPCT that:

1. The Treasurer will notify (in writing) each Regional Coordinator of any church (es) in her district which has not forwarded a pledge sheet,
2. PWP Regional Coordinators will contact unpledged churches ASAP after notification.
 - a. Formerly pledged PWCs will be encouraged and assisted in finding the current year's pledge sheet and forwarding it immediately to the PWPCT Treasurer.
 - b. PWCs which have never pledged but give annually and PWCs which have recently ceased pledging, will be asked by their PWP Regional Coordinator to make a financial commitment no matter how small. If the PWP Regional Coordinator receives no PWPCT decision from the PWC, then she should ask the Moderator/contact person for a best estimate, (and) and submit same to the PWPCT Treasurer.

Procedures for timely collection of pledges:

Since the annual PWPCT budget is predicated upon the receipt of PWC pledges, it must have the cooperation of PWC treasurers in remitting funds. If a PWC pledge has not been received in a timely manner, the PWPCT Treasurer will notify in writing the PWC Treasurer. In the event the PWC is unable or unwilling to fulfill its pledge, the PWPCT Treasurer will then contact the appropriate PWP Regional Coordinator to offer support and encouragement to the PWC to improve its fiscal management.

Presbyterians from other presbyteries, and non-church members, regardless of professional status, are to be offered honoraria and their travel expenses may be reimbursed as deemed necessary by PWPCT under the advisement of the Vice-Moderator/Planner.

It is the policy of the PWPCT to compensate eligible persons invited to speak or lead workshops at Presbytery-wide functions at a rate voted by the PWPCT.

Refund of registration fees:

It is the policy of the PWPCT to refund completely any registration which is cancelled before the published deadline for any PW presbytery-wide event.

After the published deadline for registration for any PW event, refund of registration fees will be at the discretion of the registrar for the particular event, but PWPCT recommends that refunds only be granted if:

- a. individual requesting refund failed to attend because of the death of a spouse

or first degree relative;

- b. individual requesting refund failed to attend because of a serious illness;
- c. reservations were made with MPCC or another facility that does not refund PWPCT, then no refund should be made unless another registrant takes the place of the no-show;
- d. an individual who qualifies for refund for due cause should receive a partial registration refund excluding the amount PWPCT had to pay to MPCC or similar contract facility.