BY-LAWS of PRESBYTERIAN WOMEN IN THE PRESBYTERY OF UTAH

ARTICLE I - NAME

The name of this organization shall be Presbyterian Women in the Presbytery of Utah (PWP). It operates under the jurisdiction of Presbyterian Women Churchwide, the Presbyterian Church (USA), and the Presbytery of Utah, and shall make an annual report to the Presbytery through the appropriate channel.

ARTICLE II - PURPOSE

PWP affirms this statement of purpose of the Presbyterian Women of the Presbyterian Church (USA):

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

Membership in Presbyterian Women (PW) shall be open to all who choose to participate in, or be supportive of PWP, in any way.

ARTICLE IV - COORDINATING TEAM, ELECTION AND TERM OF OFFICE

Section 1. PWP leaders shall form a Coordinating Team (CT) for conducting the business of PWP. Members of the CT shall include elected and appointed leaders. All leaders have full voice and vote at PWP meetings.

Section 2. The leaders of PWP, with the intentional inclusion of racial/ethnic women, shall be:

A. Elected leaders. Moderator or Co-Moderators, Vice Moderator (if there is only one Moderator), Treasurer, Secretary, Historian, and Networkers from three different geographic regions. The Networkers will represent geographic divisions of Utah: North, Capitol, and Central/South. The Northern region includes all PWCs north of the Salt Lake County line, including southeastern Idaho. Capitol includes all PWC’s in greater Salt Lake City (Salt Lake County). Central/South includes all PWC’s south of Salt Lake County.

B. Appointed leaders: Pastoral Resources, Newsletter and Publications Editor, *Horizons* Resource Coordinator, Mission, Justice and Peace Coordinator, and Website Administrator. Other members may be appointed as needed.

C. Congregational Moderators. The Moderator or one co-moderator of each Presbyterian Women in the Congregation (PWC).

Section 3. The Networkers shall seek to nominate women from different geographic areas within the Presbytery of Utah who feel called to serve in elected and appointed positions on the Coordinating Team. Nominations shall be presented on the floor of the spring PWP business meeting. Nominations may be made from the floor, provided consent of the nominee has been obtained.

Section 4. All members of PW attending the business meeting are eligible to vote for leaders. No absentee voting is allowed.

Section 5. Election of leaders shall be by ballot vote if there is more than one nominee for any office. Ballots will be counted by the Networkers.

Section 6. A majority of the votes cast shall be required for election to any office.

Section 7. Installation of leaders shall occur during the business meeting at which they are elected, if at all possible. If a leader is not present for installation, that leader is still assumed to be an official part of the leadership team, and will be installed as soon as is feasible.

Section 8. The term of office for all leaders shall be three years. If Co-moderators are elected, they shall serve terms ending in subsequent years. Leaders may be re-elected to the same position, but they will be encouraged to serve in any other position on the CT when the term of office is completed. Any office vacated before term is completed shall be filled for the remainder of that term to keep the rotation system in balance.

Section 9. The Treasurer shall be elected in a year other than that in which the Moderator is elected, but if there are Co-moderators, may be elected with one of the Co-moderators.

Section 10. Vacancies occurring between elections shall be filled by election by the CT using nominations presented by the Search Committee either by mail, email, or at a regularly scheduled CT meeting.

Section 11. A rotation system shall be used so that one third of the elected leaders and one third of the appointed leaders will be elected each year.

ARTICLE V - DUTIES OF LEADERS

Section 1. The Moderator, or if election dictates, one of the Co-moderators, shall preside at all meetings of the CT and all gatherings of PWP where business is conducted. She shall be the key person(s) to receive communications on behalf of the PWP. The Moderator or Co-moderator (or Vice moderator if there is only one Moderator) shall represent PWP at Presbytery meetings. The Moderator, or one Co-moderator, shall be the PWP representative at PWS business meetings, or shall appoint a substitute. The Moderator, or one Co-moderator, shall be a voting representative at the Churchwide business meeting, unless circumstances forbid, in which case she will appoint a substitute. If there are Co-moderators, one shall be responsible for initiating planning of all PWP gatherings and special events, and shall be responsible for follow-up contacts for those events.

Section 2. A Vice Moderator shall be elected if there is only one Moderator. The Vice Moderator shall preside in the absence of the Moderator, or at her request. If the office of Moderator becomes vacant between elections, the Vice Moderator shall complete that term of office. The Vice Moderator shall be responsible for initiating planning of all PWP gatherings and special events, and shall be responsible for follow-up contacts for those events.

Section 3.  The Secretary shall maintain working records of PWP.  She shall send a copy of the minutes of all meetings/gatherings to the Moderator for review during the week following the event, and shall provide copies of the reviewed minutes to all members of the CT within one month following each event.  The Secretary shall keep a current roster of all CT members.

Section 4. The Treasurer shall have knowledge and understanding of the receipts and disbursements of the operating funds of PWP. She shall receive funds from PWC and disburse them as approved in the operating budget. The Treasurer shall provide a proposed annual budget to the CT at its spring meeting, and shall provide a finalized proposed budget for approval at the Spring Gathering business meeting. The Treasurer shall also provide a balance sheet at the end of each year that details all income and disbursement of PWP funds. That report shall be distributed at the spring CT meeting, and subsequently printed in the spring gathering bulletin for all members to see. The Treasurer shall also ensure that an annual audit is performed for the previous year, prior to the Spring Gathering.

Section 5. The Networkers shall develop and maintain contact with all Presbyterian Church (USA) congregations within their regions, offer resources and leadership development to women’s groups in those congregations, and coordinate with each other to maintain a strong Networker presence in the Presbytery of Utah. PWP shall provide training for the Networkers throughout their terms of office. Networkers will diligently search the entire Presbytery for qualified candidates who feel called to leadership positions. Efforts will be made to ensure wide geographic representation in positions. The Networkers will work together to present a full slate of officers to the CT at its spring meeting.

Section 6. Pastoral Resources personnel shall be available at CT meetings, gatherings and retreats to offer spiritual guidance, lead worship, and celebrate the sacrament of communion. Permission has been given to PWP by the Presbytery of Utah to celebrate the sacrament at each of its official gatherings. Such celebration shall be reported in the Moderator’s annual report to the Presbytery.

Section 7. The Newsletter and Publications Editor shall be responsible for producing and distributing a newsletter twice each year, approximately one month before each gathering. She shall also be responsible for obtaining the agenda and any other necessary information for each gathering and compiling and producing the program information for that gathering. If special mailings are required, the publications editor will coordinate with the Moderator or Co-moderator to produce and distribute the necessary information.

Section 8. The *Horizons* Resource Coordinator shall ensure that *Horizons* information is available at each gathering, and she will actively publicize such information during the business meeting. The resource leader is also responsible for an annual subscription to Presbyterian Outlook, from which she will pull supplementary information on the *Horizons* Bible study and make it available to PW members who desire it.

Section 9. [9] The Mission, Justice and Peace Coordinator shall be responsible for ensuring that all PW leaders are knowledgeable about peace and justice issues within Utah, the United States, and around the world. If there are important national mission programs and projects to promote, she will ensure that all PWC and PWP leaders are aware of them. To that end she shall subscribe to materials from PW and PC(USA) staff in Louisville, Utah organizations, and any other she deems important.

Section 10. The Website Administrator shall create and maintain an informational website for PWP. The website will contain specifics about the Gatherings and Meetings of the PWP. She will be responsible for posting up-to-date information from the PWP CT meetings, newsletters, and minutes, along with selected emails deemed appropriate. She will include links to websites and information distributed by PW and the PC(USA) at all levels. The website administrator will respond to user questions about navigating the website and will refer content inquiries to the appropriate CT members for direct follow-up. Maintenance ease, accessibility, exposure, and cost will all be considered as part of ongoing website implementation and operational decisions.

Section 12.  The Historian shall maintain and store PWP historical records.  She shall take photographs and collect mementos at meetings/gatherings for a scrapbook(s) and bring these to share at each gathering.

ARTICLE VI - RESPONSIBILITIES OF THE COORDINATING TEAM

AS A UNIT

Section 1. The CT shall meet at least twice each year. At those meetings the CT shall plan and implement at least two Presbytery-wide meetings, one in the spring and one in the fall. Meetings may be traditional gatherings, retreats, or special events.

Section 2. Other events may be organized and held within the Presbytery. These may be workshops or retreats, solely or in cooperation with other PW units, and may be based on any subject matter or interests expressed by these units.

Section 3. The CT shall form *ad hoc* committees and task forces as needed.

Section 4. The CT shall serve as a communications and leadership link among the PWC groups. Members shall be available to any congregational group that requests assistance.

Section 5. The CT shall ensure that a representative is present at all Presbytery of Utah meetings, and that a voting delegate is commissioned to represent Utah at the Churchwide business meeting.

ARTICLE VII - FINANCES

Section 1. The Treasurer may appoint other leaders, as needed, to assist in the financial planning of this organization. The Treasurer shall be the chair of any committee so appointed.

Section 2. The Treasurers of each PWC shall submit an annual pledge to the Treasurer, before November 1 of each year, that details the amount to be given in the subsequent year for PW Churchwide, PWS, and PWP use.

Section 3. An annual audit of the PWP accounts and Treasurer’s books shall be made.

Section 4. The CT shall designate a second signer, usually the Moderator, or a Co-moderator, for each PWP account.

ARTICLE VIII - QUORUMS

Section 1. The quorum at any general business meeting shall be one PWC representative from one quarter of those congregations in the Presbytery with active PW groups.

Section 2. A quorum at the CT meetings shall be a majority of the PWP elected and appointed leaders; and a minimum of five congregations shall be represented.

ARTICLE IX - GIVING PATTERNS FOR PRESBYTERIAN WOMEN

Over and above her pledge to the PWC, each woman who is a member of PW is encouraged to participate in the operating budget of PWC, PWP, PWS, and Churchwide levels, and generously support the following special categories of giving:

Mission pledge

Celebration of Creative Ministries--Birthday Offering, Thank Offering (including Health Ministries)

Memorial and Recognition gifts

Leadership Development and Endowment Funds

Widening the Circle PW Endowment Fund

Honorary Life Memberships

Fellowship of the Least Coin

Other denominational and international mission programs

ARTICLE X - AMENDMENTS AND REVIEW

These bylaws shall be reviewed by the CT at least every three years. Revision proposals shall be presented at the spring or fall general business meeting of PWP, and may be altered by proposals from the floor once discussion is opened. After open discussion, bylaws may be amended singly, or as a whole, by a two-thirds vote of the members present at that meeting.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Robert’s Rules of Order, Newly Revised, shall govern parliamentary procedures in all cases, providing they are consistent with these by-laws and the Constitution of PW Churchwide.

Updated and amended: April 2018

(elimination of Celebration Giving Coordinator)