

**BYLAWS FOR PRESBYTERIAN WOMEN  
PRESBYTERY OF EASTERN VIRGINIA (Revised April 2013)**

**ARTICLE I  
NAME**

The name of this organization shall be Presbyterian Women in the Presbytery of Eastern Virginia (PW PEVA).

**ARTICLE II  
SYMBOL**

The symbol of Presbyterian Women in the Presbyterian Church (U.S.A.) [PC (USA)] is trademark registered.

**ARTICLE III  
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 IV  
MEMBERSHIP**

Members of PW in the Presbytery (PWP) shall be all women within the Presbytery who choose to participate in, or be supportive of, PWP.

**ARTICLE V  
COORDINATING TEAM, ELECTION AND TERM OF OFFICE**

**Section 1.** The leaders shall form a Coordinating Team (CT) for conducting business of PWP.

**Section 2.** The Search Committee shall present names of women to be elected to the CT, to the members of PWP at an annual gathering. Elected leaders of PWP shall be members of the Presbyterian Church (U.S.A.). The committee shall receive prior permission from all persons whose names are presented for election to the CT.

**Section 3.** The elected leaders of PWP shall be Moderator, Vice Moderator, Secretary, Historian, Treasurer, Mission Coordinator, Fall Gathering Coordinator, Spring Gathering Coordinator, PW Directory Coordinator, *PW Bridge* Coordinator and Moderator of the Search Committee. Additional leaders may be Members-at-Large with specific responsibilities. They may be appointed by the CT.

**Section 4.** The term of office for all leaders shall be two years with the privilege of reelection to a third term. (change from *second* to *third*: Apr. 2012 Annual Spring Gathering)

**Section 5.** There shall be a rotation system with one half of the leaders elected each year.

**Section 6.** Vacancies occurring prior to a term's expiration may be filled by CT appointment.

**ARTICLE VI  
DUTIES OF LEADERS**

**Section 1.** The Moderator:

- Shall preside at all meetings of the CT of PWP and at all gatherings of PWP.
- Shall be the key person to receive communications on behalf of PWP.
- Shall be the representative of the CT of PW in the Synod and Presbytery Council.
- Shall be a voting representative at Churchwide gatherings.

**Section 2.** The Vice Moderator:

- Shall assist the Moderator and preside in the absence of the Moderator or at her request.

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- Shall serve as Moderator if the office of Moderator becomes vacant between elections.
- May be asked to become Moderator for a full term on completion of her term.

**Section 3.** The Secretary shall maintain and preserve working records of PWP.

**Section 4.** The Historian shall maintain and preserve historical records of PWP.

**Section 5.** The Treasurer:

- Shall have knowledge and understanding of the receipts and disbursements of PWP funds.
- Shall receive from PW in the Congregations (PWC) the Celebration of Giving pledges and forward these funds to Presbyterian Women Remittance Processing except for the amount pledged for operating expenses of PWP and PW in the Synod.
- Shall forward to the Treasurer of PW in the Synod the amount assigned for the operating budget of PW in the Synod.
- Shall make an audited written financial report annually to the members of PWP.

**Section 6.** The Mission Coordinator:

- Shall keep records of PWC *Together in Service* participation each year.
- Shall conduct workshops on Mission, Justice and Peace issues as requested.
- Shall encourage PWC interest in missions, women of color issues, and peacemaking activities.

**Section 7.** The Moderator of the Search Committee:

- Shall chair the work of this committee.
- Shall present for election the names of women nominated to leadership positions of PWP.

**Section 8.** The Fall Gathering Coordinator and the Spring Gathering Coordinator:

- Shall plan, advertise and manage the gathering
- Shall chair the planning team
- Shall propose presenters and guest speakers, and select displays, vendors, and workshops as appropriate.

**Section 9.** PW Directory Coordinator:

- Shall collect information from the PWCs regarding officers and shall prepare an online Directory.
- Shall update the Directory as needed

**Section 10.** *PW Bridge* Coordinator:

- Shall collect articles, edit and publish the *PW Bridge*, providing a copy to PWP Moderator for final editing prior to publication.

## **ARTICLE VII DUTIES OF THE COORDINATING TEAM**

The CT shall:

- Plan for regular gatherings, group meetings and special interest gatherings of PWP.
- Identify issues of concern to PW.

## **ARTICLE VIII AMENDMENTS AND REVIEW**

Section 1. These bylaws may be amended by a two-thirds (2/3s) vote of the PW members present and voting provided that the proposed amendments shall have been presented to all PWC Moderators thirty (30) days prior to the annual meeting.

Section 2. The PWP CT shall conduct an annual review of the PWP bylaws and prepare any suggested revisions for the Spring Gathering.