



Presbytery of Eastern Virginia

**BYLAWS FOR PRESBYTERIAN WOMEN PRESBYTERY OF EASTERN VIRGINIA**  
(Revised May 2018)

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, 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.

**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.
- 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.
- Shall keep records of PWC Together in Service participation each year.

**Section 6.** 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 7.** 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 8.** PW Directory Coordinator:

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

**Section 9.** 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.



PRESBYTERIAN  
WOMEN

Presbytery of Eastern Virginia

## Resolution

Approved by PEVA-PW Coordinating Team

April 23, 2018

To be included as an addendum with PEVA-PW Bylaws

### Treasurer

The Treasurer shall:

- (i) Have custody of the funds and securities of the PEVA-PW
- (ii) Keep full and accurate accounts of receipts and disbursements in financial books of the Corporation; and
- (iii) Deposit all monies and other valuable effects in the name and to the credit of the PEVA-PW in such banks or depositories as are designated by the Presbytery of Eastern Virginia Coordinating Team.
- (iv) The Treasurer is charged with the disbursement of funds of the PEVA-PW, including without limitation distributions authorized by the Presbytery of Eastern Virginia Coordinating Team in furtherance of the purposes of the PEVA-PW.
- (v) The Treasurer shall render to the Moderator and to the Presbytery of Eastern Virginia Coordinating Team, whenever they may require it, an account of all her transactions as Treasurer and of the financial condition of the PEVA-PW.

This resolution was approved by the PEVA-PW Coordinating Team April 25, 2018.

Respectfully Submitted,

Vivian Christie  
Vice Moderator  
PEVA-PW