

**BYLAWS OF PRESBYTERIAN WOMEN
IN THE PRESBYTERY OF DETROIT
OF THE PRESBYTERIAN CHURCH (U.S.A.)**

ARTICLE I – NAME

The name of this organization shall be Presbyterian Women in the Presbytery of Detroit.

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

Membership in this organization is open to all women who choose to participate in or be supportive of Presbyterian Women in any way.

ARTICLE IV – LEADER QUALIFICATIONS

It is required that members of the Coordinating Team, members of the Committees (elected or appointed) and appointed Representatives shall be members of the Presbyterian Church (U.S.A.). The Moderator (and Co-Moderator) shall be an ordained elder in the Presbyterian Church (U.S.A.).

ARTICLE V – COORDINATING TEAM

- Section 1. The Coordinating Team shall consist of:
- A. Moderator (and Co-Moderator)
 - B. Vice-Moderator for Study/Spiritual Development
 - C. Vice-Moderator for Mission
 - D. Vice-Moderator for Justice and Peace
 - E. Gathering Coordinator
 - F. Secretary
 - G. Mission Treasurer
 - H. Operating Expense Treasurer
 - I. Moderator of the Search Committee
 - J. Moderator of the PW Partners Committee
 - K. Executive Director or Representative of Second Mile Center, without vote
 - L. Editor of the Newsletter: Ex-officio, without vote
 - M. All other PW Partners, without vote
 - N. Moderator (or Co-Moderator) Elect, without vote
 - O. Moderator of the Bylaws Committee, without vote

Section 2. A quorum shall consist of one over half of the elected voting members of the Coordinating Team.

ARTICLE VI – COMMITTEES

Section 1. Elected Members

- A. The Study/Spiritual Development Committee shall be made up of:
 - 1. Vice-Moderator for Study/Spiritual Development.
 - 2. Five at-large elected members.
 - 3. Co-opted members as needed.
- B. The Mission Committee shall be made up of:
 - 1. Vice-Moderator for Mission.
 - 2. Five at-large elected members.
 - 3. “Together in Service”/ Ingathering Coordinator.
 - 4. Second Mile Center Representative
 - 5. Co-opted members as needed.
- C. The Justice and Peace Committee shall be made up of:
 - 1. Vice-Moderator for Justice and Peace.
 - 2. Five at-large elected members.
 - 3. Co-opted members as needed.
- D. The Gathering Committee shall be made up of:
 - 1. Gathering Coordinator.
 - 2. Moderator (and Co-Moderator).
 - 3. Three Vice-Moderators.
 - 4. Co-opted members as needed.
- E. The Search Committee shall be made up of:
 - 1. Moderator of the Search Committee.
 - 2. Five elected members.
 - 3. Immediate Past Moderator (and Co-Moderator) of Presbyterian Women in the Presbytery. If Past Moderator (and Co-Moderator) is unable to serve, one additional member shall be elected.
- F. The Finance Committee shall be made up of:
 - 1. Operating Expense Treasurer, Chair.
 - 2. Mission Treasurer.
 - 3. Three Vice-Moderators.
 - 4. Moderator (and Co-Moderator) of Presbyterian Women in the Presbytery.
- G. The PW Partners Committee shall be made up of:
 - 1. Moderator of the PW Partners Committee.
 - 2. Five elected PW Partners.

Section 2. Appointments

- A. Committees to be appointed:
 - 1. The Bylaws Committee shall be made up of four members, one of whom shall be appointed Moderator. Two shall be appointed each year.
 - 2. The Newsletter Committee shall be made up of:
 - a. Editor(s).
 - b. Subscription Manager.
 - c. Circulation Manager.
 - 3. Historian shall be a committee of one with the option of co-opting others as needed.
 - 4. Directory Editor shall be a committee of two.
 - 5. Song Leader shall be a committee of one.
 - 6. Church Women United Representative shall be a committee of one.

- B. All appointments shall be made by the Moderator (and Co-Moderator) of Presbyterian Women in the Presbytery with the approval of the Coordinating Team.
 - 1. Terms of appointments shall be for two years unless otherwise noted.
 - 2. Terms of appointments shall not exceed a total of four consecutive years.

Section 3. Co-opted Members
 Persons may be co-opted for one year terms for specific tasks after consultation with Search Committee and the approval of the Coordinating Team.

ARTICLE VII – TERM AND ELECTION

Section 1. Elected Members

- A. Election and installation will be held at the annual May Gathering
- B. Terms will begin with the May Coordinating Team.
 - 1. Moderator (Co-Moderator) shall serve (one) two-year term.
 - 2. Moderator Elect (and Co-Moderator Elect) shall serve (one) one-year term.
 - 3. PW Partners shall serve (one) three-year term.
 - 4. Treasurers may serve three consecutive two-year terms on recommendation of the Search Committee with approval of the Coordinating Team.
 - 5. All others are limited to (two) consecutive terms in the same position.

Section 2. Leaders shall be elected in the following classes:

- A. Class I (odd years)
 - 1. Moderator (and Co-Moderator)
 - 2. Vice-Moderator for Mission
 - 3. Vice-Moderator for Justice and Peace
 - 4. Mission Treasurer
 - 5. Moderator of the Search Committee
 - 6. At-Large Committee Members
- B. Class II (even years)
 - 1. Moderator (and Co-Moderator) Elect (one year)
 - 2. Vice- Moderator for Study/Spiritual Development
 - 3. Gathering Coordinator
 - 4. Secretary
 - 5. Operating Expense Treasurer
 - 6. At- large Committee Members
- C. PW Partners shall be elected in three classes:
 - 1. Class I. Two elected in 2010, then 2013, 2016, etc.
 - 2. Class II. Two elected in 2011, then 2014, 2017, etc.
 - 3. Class III. Two elected 2012, then 2015, 2018, etc.

Section 3. Nominees shall be presented by the Search Committee or by nominations from the floor, provided the consent of the nominee has been previously obtained.

- Section 4. Election of leaders shall be by a voice vote or a show of hands by the members present, except when the number of candidates for an office exceeds the number to be elected, in which case the election must be by ballot.
- Section 5. Terms consisting of twelve months or more shall be considered full terms in deciding eligibility for re-election.
- Section 6. A vacancy in any office may be filled for the unexpired term by a vote of the Coordinating Team upon the recommendation of the Search Committee.

ARTICLE VIII – DUTIES OF LEADERS

- Section 1. The Moderator (and Co-Moderator) shall:
- A. Plan the agenda and preside at all meetings of the Coordinating Team and at all Gatherings of the Presbyterian Women in the Presbytery.
 - B. Represent Presbyterian Women in the Presbytery and serve on the Presbytery Coordinating Cabinet.
 - C. Be the representative to the Presbyterian Women Coordinating Team of the Synod.
 - D. Be a voting representative at Churchwide Gatherings.
 - E. Make all necessary appointments with the approval of the Coordinating Team.
 - F. Be an ex-officio member of all committee meetings except those of the Search Committee.
- Section 2. The Moderator (and Co-Moderator) Elect shall:
- A. Attend Coordinating Team meetings as scheduled.
 - B. Attend Gatherings of Presbyterian Women in the Presbytery regularly.
 - C. Serve on the Study/Spiritual Development Committee as ex-officio member.
 - D. Plan PWRPD retreat in the year after election as Moderator (and Co-Moderator) Elect.
 - E. Serve as PWRPD Moderator (and Co-Moderator) upon election in odd number year.
 - F. Assume the duties of the Vice-Moderator for Study/Spiritual Development should the latter need to assume the duties of Moderator (and Co-Moderator).
- Section 3. The Vice-Moderator for Study/Spiritual Development shall:
- A. Attend Coordinating Team meetings as scheduled.
 - B. Attend Gatherings of Presbyterian Women in the Presbytery regularly.
 - C. Moderate the meetings of the Study/Spiritual Development Committee.
 - D. Administer the work of the Study/Spiritual Development Committee.
 - E. Attend meetings of the Gathering Committee as scheduled.
 - F. Serve on the Finance Committee.
 - G. Assume the duties of the Moderator in her absence.
- Section 4. The Vice-Moderator for Mission shall:
- A. Attend Coordinating Team meetings as scheduled.
 - B. Attend Gatherings of Presbyterian Women in the Presbytery regularly.
 - C. Moderate the meetings of the Mission Committee.
 - D. Administer the work of the Mission Committee.
 - E. Attend meetings of the Gathering Committee as scheduled.
 - F. Serve on the Finance Committee.

- Section 5. The Vice-Moderator for Justice and Peace shall:
- A. Attend Coordinating Team meetings as scheduled.
 - B. Attend Gatherings of Presbyterian Women in the Presbytery regularly.
 - C. Moderate the meetings of the Justice and Peace Committee.
 - D. Administer the work of the Justice and Peace Committee.
 - E. Attend meetings of the Gathering Committee as scheduled.
 - F. Serve on the Finance Committee.
- Section 6. The Gathering Coordinator shall:
- A. Attend Coordinating Team meetings as scheduled.
 - B. Attend Gatherings of Presbyterian Women in the Presbytery regularly.
 - C. Moderate the meetings of the Gathering Committee.
 - D. Administer the work of the Gathering Committee.
 - E. Secure and confirm all gathering locations of Presbyterian Women in the Presbytery.
- Section 7. The Secretary shall:
- A. Attend Coordinating Team meetings as scheduled.
 - B. Attend Gatherings of Presbyterian Women in the Presbytery regularly.
 - C. Maintain and preserve the working records of Presbyterian Women in the Presbytery.
 - D. Conduct the correspondence of the Coordinating Team.
- Section 8. The Mission Treasurer shall:
- A. Attend Coordinating Team meetings as scheduled.
 - B. Attend Gatherings of Presbyterian Women in the Presbytery regularly.
 - C. Attend meetings of the Finance Committee.
 - D. Receive, record and disburse all funds, other than operating expense funds, from Presbyterian Women in the Congregations.
 - E. Transmit funds to the Presbytery of Detroit, the Synod of the Covenant, and the Central Receiving Service of Central Treasury Corporation PC (U.S.A.).
 - F. Submit financial records for audit or review at the close of each fiscal year or at the change of treasurer.
- Section 9. The Operating Expense Treasurer shall:
- A. Attend Coordinating Team meetings as scheduled.
 - B. Attend Gatherings of Presbyterian Women in the Presbytery regularly.
 - C. Moderate the meetings of the Finance Committee.
 - D. Administer the work of the Finance Committee.
 - E. Receive and record the operating expense funds from Presbyterian Women in the Congregations.
 - F. Disburse operating expense funds as budgeted or approved and directed by the Coordinating Team.
 - G. Submit financial records for audit or review at the close of each fiscal year or at the change of treasurer.
- Section 10. The Moderator of the Search Committee shall:
- A. Attend Coordinating Team meetings as scheduled.
 - B. Attend Gatherings of Presbyterian Women in the Presbytery regularly.
 - C. Moderate the meetings and administer the work of the Search Committee.
 - D. Present for election names of women called to leadership positions in Presbyterian Women in the Presbytery.

- Section 11. The PW Partners Moderator shall:
- A. Attend Coordinating Team meetings as scheduled.
 - B. Attend Gatherings of Presbyterian Women in the Presbytery regularly.
 - C. Moderate the meetings of the PW Partners Committee.

ARTICLE IX – COMMITTEE RESPONSIBILITIES

- Section 1. The Study/Spiritual Development Committee shall:
- A. Plan programs and carry out assignments which nurture faith through prayer and Bible Study.
 - B. Plan workshops, special events and programs designed to provide or develop leadership.
 - C. Promote the use of materials and resources for Presbyterian Women.
 - D. Designate a Horizons Representative.
- Section 2. The Mission Committee shall:
- A. Understand and support the mission of the Presbyterian Church (U.S.A.) worldwide.
 - B. Interpret the giving celebrations:
 1. Celebration of Mission through Women’s pledges.
 2. Celebration of Creative Ministries.
 3. Celebration of Believers.
 4. Celebration of Christian Community.
 - C. Plan programs and carry out assignments which highlight global awareness and mission worldwide.
 - D. Establish ecumenical relationships.
 - E. Oversee the “Together in Service”/Ingathering programs.
- Section 3. The Justice and Peace Committee shall:
- A. Plan programs and carry out assignments which work for justice and peace.
 - B. Plan workshops, special events and programs designed to involve Presbyterian Women in the Congregations in social advocacy.
 - C. Keep Presbyterian Women in the Presbytery informed of policy statements and priority issues of the governing bodies of the Presbyterian Church (U.S.A.).
 - D. Make resources on social issues and racial ethnic concerns available to Presbyterian Women.
- Section 4. The Gathering Committee shall:
- A. Serve as the planning team for Gatherings of Presbyterian Women in the Presbytery.
 - B. Coordinate all phases of Gatherings of Presbyterian Women in the Presbytery.
- Section 5. The Search Committee shall:
- A. Recommend women to be called to leadership positions in Presbyterian Women in the Presbytery and nominate them for election at the Annual Gathering in May.
 - B. Seek racial/ethnic balance in leadership.
 - C. If a member of the Search Committee is deemed appropriate for a Coordinating Team position by other members of the Search Committee, that Search Committee member must resign from the Search Committee prior to nomination to the Coordinating Team.

- Section 6. The Finance Committee shall:
- A. Prepare the annual operating budget of Presbyterian Women in the Presbytery.
 - B. Submit the prepared budget for approval at the Annual Gathering in May.
- Section 7. The PW Partners Committee shall:
- A. Attend Coordinating Team meetings as scheduled.
 - B. Attend Gatherings of Presbyterian Women in the Presbytery regularly.
 - C. Attend all training events for PW Partners.
 - D. Provide support services, including assistance with resources, planning, evaluating, and programming to Presbyterian Women in the Congregations.
 - E. Facilitate partnering and mutuality between Presbyterian Women at the congregational level and Presbyterian Women in the wider church.
 - F. Meet at least four times a year.
 - G. Communicate concerns of Presbyterian Women in the Congregations to the Coordinating Team of Presbyterian Women in the Presbytery.
- Section 8. The Bylaws Committee shall:
- A. Review the bylaws annually and present any recommended changes to the Coordinating Team before approval by the Presbyterian Women in the Presbytery.
 - B. Be aware of structural changes at all levels of Presbyterian Women.
- Section 9. The Newsletter Committee shall be responsible for editing, publishing, assembling and distributing a regular publication to members of Presbyterian Women in the Presbytery. The Editor shall attend Coordinating Team meetings without vote.
- Section 10. The Historian shall keep the historical records of Presbyterian Women in the Presbytery.
- Section 11. The Directory Editor shall be responsible for coordinating the production of the annual directory.
- Section 12. The Song Leader shall select and direct the hymns sung before each Gathering.
- Section 13. The Church Women United Representative shall promote the three Celebration Days of Church Women United.
- Section 14. The plan of work of each committee, except the Search Committee, shall be presented to the Coordinating Team for approval.

ARTICLE X – COORDINATING TEAM RESPONSIBILITIES

- Section 1. The Coordinating Team shall:
- A. Meet monthly, September through May, or upon call of the Moderator.
 - B. Plan for regular Gatherings, cluster meetings and special interest Gatherings of Presbyterian Women in the Presbytery.
 - C. Identify issues of concern to Presbyterian Women.
 - D. Provide program support and resources through the PW Partners and related staff to Presbyterian Women in the Congregations.
 - E. Provide for representatives to serve on Presbytery or ecumenical committees and projects as appropriate.

ARTICLE XI – GATHERINGS

- Section 1. Presbyterian Women in the Presbytery shall gather at least six (6) times a year between the months of September and May and more often as appropriate.
- Section 2. The election and installation of leaders and the approval of the budget shall be done in the context of the Annual Gathering in May.
- Section 3. All members of Presbyterian Women in the Presbytery attending this Gathering shall be entitled to vote.
- Section 4. The quorum for a Gathering for Presbyterian Women in the Presbytery shall represent at least thirty (30) percent of the Presbyterian Women in the Congregation groups.

ARTICLE XII – AUDITS, FISCAL YEAR

- Section 1. The financial records of the treasurers shall be audited or reviewed at the close of each fiscal year or at the change of a treasurer.
- Section 2. The fiscal year shall be from January 1 to December 31.

ARTICLE XIII – CONNECTIONAL RELATIONSHIPS

Presbyterian Women in the Presbytery is a program organization which exists to build community, affirm the call to leadership, raise issues and concerns and to channel information to/from Presbyterian Women in the Congregations, Synod and the Presbyterian Church (U.S.A.).

ARTICLE XIV – AMENDMENTS

These bylaws may be amended at any Gathering of Presbyterian Women in the Presbytery by a two-thirds vote of those present and voting, provided notice of the proposed amendments has been submitted, in writing, to Presbyterian Women in the Congregations at least thirty (30) days prior to the Gathering. They may also be amended by a three-fourths vote without prior notice.

ARTICLE XV – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern Presbyterian Women in the Presbytery in all cases to which they are applicable and to which they are not inconsistent with these bylaws and the Constitution of the Presbyterian Church (U.S.A.).

Adopted 4/91, Amended 11/92, 10/93, 4/94, 7/94, 5/95, 5/97, 5/99, 5/02, 4/03, 5/07, 5/10