

INTERIM BY LAWS of PRESBYTERIAN WOMEN
IN THE PRESBYTERY OF THE HIGHLANDS
OF NEW JERSEY

ARTICLE I – NAME

The name of this organization shall be Presbyterian Women in the Presbytery of the Highlands of New Jersey in the Presbyterian Church (U.S.A.).

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

Presbyterian Women in the Presbytery of the Highlands of New Jersey shall be all women who choose to participate in or be supportive of Presbyterian Women in the Presbytery of the Highlands of New Jersey in any way.

ARTICLE IV – COORDINATING TEAM RESPONSIBILITIES, MEMBERS, TERMS OF OFFICE AND ELECTIONS

Section 1. The Coordinating Team shall work as the elected and appointed leaders who assume the responsibilities listed below:

- a. Set goals and objectives for the program year and provide general oversight of the total program of Presbyterian Women in the Presbytery of the Highlands of New Jersey;
- b. Plan and promote regular presbytery-wide gatherings, and other designated gatherings of Presbyterian Women in the Presbytery of the Highlands of New Jersey;
- c. Hold an annual Business Meeting of Presbyterian Women in the Presbytery of the Highlands of New Jersey;
- d. Identify issues concerning Presbyterian Women;
- e. Provide programming inspired by the Presbyterian Women Purpose that nurtures faith, supports mission, works for justice and peace, and strengthens the Presbyterian Church (U.S.A.);
- f. Provide program support and resources to Presbyterian Women in congregations in the Presbytery of the Highlands of New Jersey;
- g. Prepare an annual budget and authorize non-operating expenditures;
- h. Make decisions on behalf of Presbyterian Women in the Presbytery of the Highlands of New Jersey;

- i. Set up special committees to assist the work of the Coordinating Team when needed;
- j. Share information between Presbyterian Women in the Synod of the Northeast and Presbyterian Women in the Presbytery of the Highlands of New Jersey congregations;
- k. Promote attendance at Presbyterian Women events at the Presbytery, Synod and Churchwide levels;
- l. Determine voting representatives to the triennial Churchwide and Synod of the Northeast Business Meetings;
- m. Provide leadership training; and
- n. Designate a review committee and an official audit at least at the change of Treasurer's term, or at the end of six (6) years.

Section 2. Members

a. The Coordinating Team shall have these members serving with voice and vote:

Moderator or Co-Moderators	Together in Service Coordinator
Vice-Moderator/Programs	Justice and Peace Coordinator
Secretary/Historian	Communications Coordinator
Treasurer/Registrar	Horizons Magazine/Bible Study
Search Committee Coordinator	Members-at-Large

b. Members of the Coordinating Team must be Active Members of the Presbyterian Church (U.S.A.) within the bounds of the Presbytery of the Highlands of New Jersey.

c. The Coordinating Team shall meet at least two (2) times annually, or more often as needed.

Section 3. Terms of Office and Elections

a. The term of office for all elected members of the Coordinating Team shall be three (3) years. Coordinating Team members are eligible for a second consecutive term in the same office.

b. Election of members of the Coordinating Team shall be done in the context of a Business Meeting of Presbyterian Women in the Presbytery of the Highlands of New Jersey or by mail or electronic-vote ballot.

c. Women elected at a Business Meeting of Presbyterian Women in the Presbytery of the Highlands of New Jersey shall be installed at the annual Business Meeting and assume the responsibilities of office at the close of the Business Meeting.

d. Vacancies occurring between annual elections shall be filled by appointment, for the remainder of the term, by the Moderator, or Co-Moderators, upon recommendation of the Search Committee.

e. A rotation system shall be established so that approximately one-third (1/3) of the Coordinating Team is elected each year.

Section 4. A committee consisting of the Moderator, or Co-Moderators, Vice-Moderator, Secretary/Historian, Treasurer/Registrar, and one other member of the Coordinating Team shall act temporarily in emergency matters. They shall immediately notify the

entire Coordinating Team. Each action of this committee shall be ratified at the next regular gathering of Presbyterian Women in the Presbytery of the Highlands of New Jersey.

ARTICLE V – DUTIES OF COORDINATING TEAM MEMBERS

Section 1. The Moderator, or one of the Co-Moderators, shall:

- a. Prepare the agenda and preside at all meetings of the Coordinating Team and all gatherings of Presbyterian Women in the Presbytery of the Highlands of New Jersey when business is conducted;
- b. Communicate information received on behalf of the Presbyterian Women in congregations, the Synod of the Northeast and Churchwide Coordinating Team to the appropriate person(s) or group(s);
- c. Appoint a Member-at-Large to the Coordinating Team for the purpose of assisting with specific activities for Presbyterian Women in the Presbytery of the Highlands of New Jersey. Such appointments must be made from women recommended by the Search Committee in Presbyterian Women in the Presbytery of the Highlands of New Jersey;
- d. Serve as a representative to the Presbyterian Women in the Synod of the Northeast. She, or her designee, shall also represent Presbyterian Women at the Presbytery of the Highlands of New Jersey, with voice and vote;
- e. Serve as a voting representative of Presbyterian Women in the Presbytery of the Highlands of New Jersey to the triennial Churchwide Business Meeting. In the case of Co-Moderators, only one serves in this capacity, at the determination of the Coordinating Team;
- f. Encourage the interest of all congregations in Presbyterian Women; and
- g. Encourage participation in Presbyterian Women at all levels of the church.

Section 2. The Vice-Moderator shall:

- a. Become familiar with the responsibilities of the Moderator and preside in the absence of the Moderator, or Co-Moderators, when requested;
- b. Assist the Moderator, or Co-Moderators, as requested; and
- c. Chair the Program Committee for all gatherings of Presbyterian Women in the Presbytery of the Highlands of New Jersey.

Section 3. The Secretary/Historian shall:

- a. Take minutes at each Coordinating Team and Business Meeting. The minutes should be distributed within two (2) weeks after each meeting;
- b. Serve as correspondent, when requested by the Moderator or Co-Moderators, for Presbyterian Women in the Presbytery of the Highlands of New Jersey;
- c. Coordinate the preparation of annual reports as directed by the Coordinating Team; and
- d. Maintain and preserve working records and programs of Presbyterian Women in the Presbytery of the Highlands of New Jersey and forward to the Presbyterian Historical Society of the P.C. (U.S.A.) on an annual basis.

Section 4. The Treasurer/Registrar shall:

- a. Receive and disburse all funds as directed by Presbyterian Women in the Presbytery of the Highlands of New Jersey according to the budget approved by vote at the annual Business Meeting;
- b. Have the knowledge and understanding of the receipts and disbursements of the operating and mission funds of Presbyterian Women in the Presbytery of the Highlands of New Jersey;
- c. Submit regular written reports to the Coordinating Team, and send a copy of the monthly bank statements to the Moderator and the Secretary;
- d. Prepare an annual written financial report to members of Presbyterian Women in the Presbytery of the Highlands of New Jersey to be presented at the annual Business Meeting and included in the annual report of Presbyterian Women in the Presbytery of the Highlands of New Jersey;
- e. Prepare an annual budget for the operating expenses and mission activities of Presbyterian Women in the Presbytery of the Highlands of New Jersey for the upcoming program year and present it to the Coordinating Team for review prior to the vote at an annual Business Meeting;
- f. Facilitate the annual review or the audit that is required at the end of each Treasurer's term; and
- g. Receive registration forms and payment for events and confirm receipts; make name tags if needed.

Section 5. Each Member-at-Large shall:

- a. Be appointed by the Moderator, or Co-Moderators, upon recommendation of the Search Committee, for a term not to exceed three (3) years;
- b. Be appointed to assist the Coordinating Team with a stated project or concern; and
- c. Participate with full membership in the work of the Coordinating Team.

ARTICLE VI – STANDING COMMITTEES

Section 1. The Search Committee shall:

- a. Consist of the Coordinator of the Search Committee and up to three additional committee members, one of whom is a past Moderator or Co-Moderator of Presbyterian Women in the Presbytery of the Highlands of New Jersey;
- b. Deliberately seek and consider women of diverse age, ethnicity, and geographic regions within the Presbytery of the Highlands of New Jersey in order to present an inclusive slate of nominees;
- c. Present the names of the women nominated to be elected at the annual Business Meeting of Presbyterian Women in the Presbytery of the Highlands of New Jersey;
- d. Recommend women to serve with specific committee assignments, as communicators, Coordinators, or as Members-at-Large when requested to do so by the Moderator, or Co-Moderators;
- e. Review position descriptions during the last year of each Coordinating Team member's term; and

f. Meet as needed to perform the assigned work of the committee.

Section 2. The Together in Service Committee shall:

a. Consist of the Committee Coordinator and other members appointed by the Moderator, or Co-Moderators, upon recommendation of the Search Committee;

b. Have knowledge and understanding of mission programs endorsed by Presbyterian Women in the Synod of the Northeast and Presbyterian Women, Inc.;

c. Provide program ideas to the Vice Moderator that promote mission projects aligning with the Presbyterian Women Purpose;

d. Encourage Presbyterian Women in the congregations to participate in supporting special offerings of Presbyterian Women, Inc., such as the Birthday Offering, Thank Offering, Fellowship of the Least Coin, Mission Pledge, and Together in Service projects; and

e. Meet as needed to perform the assigned work of the committee.

Section 3. The Justice and Peace Committee shall:

a. Consist of the Committee Coordinator and other members appointed by the Moderator, or Co-Moderators, upon recommendation of the Search Committee;

b. Have knowledge of Justice and Peace issues and programs endorsed by Presbyterian Women in the Synod of the Northeast and/or Presbyterian Women, Inc.;

c. Provide program ideas to the Vice Moderator that promote Justice and Peace projects aligning with the Presbyterian Women Purpose; and

d. Meet as needed to perform assigned work of the committee.

Section 4. The Program Committee shall:

a. Consist of the Vice Moderator who chairs the committee, and other members appointed by the moderator, or Co-Moderators upon recommendation of the Search Committee;

b. Be responsible for planning, holding, and evaluating gatherings of Presbyterian Women in the Presbytery of the Highlands of New Jersey;

c. Secure the location and physical arrangements for all gatherings of Presbyterian Women in the Presbytery of the Highlands of New Jersey;

d. Ask other members of the Coordinating Team for assistance, as needed, to ensure successful gatherings;

e. Document the work of the committee needed to arrange, conduct, and evaluate the gathering;

f. Provide publicity-flyers, church news press releases, newsletters, facebook and web page-to the Communications Coordinator;

g. Review descriptions of completed gatherings for inclusion in newsletters or annual reports; and

h. Meet as needed to perform the assigned work of the committee.

Section 5. The Communications Committee shall:

a. Consist of the Communications Coordinator and the following committee members appointed by the Moderator, or Co-Moderators, upon recommendation of the Search Committee:

1. Women who serve as Communicators to every church in the Presbytery of the Highlands of New Jersey. These women should be Active Members of a PCUSA church, ideally within the bounds of the churches with which she is to communicate;
2. Presbyterian Women in the Presbytery of the Highlands of New Jersey Newsletter Editor;
3. Manager of PWP web page and Facebook page;
4. Directory Coordinator;

b. Provide program support and resources to all women in the congregations;

c. Deliver communications such as the newsletter, flyers, and local church press releases from all levels of PW to all women in the congregations of the Presbytery of the Highlands of New Jersey; and

d. Be the direct link between Presbyterian Women in the congregations and the Coordinating Team, informing the Coordinating Team about the activities and concerns of Presbyterian Women that can be used to direct mission and program activities within the Presbytery of the Highlands.

Section 6. *Horizons*/Bible Study:

- a. Shall promote *Horizons* Magazine and Bible Study at Coordinating Team meetings and Gatherings.

ARTICLE VII – GATHERINGS – BUSINESS MEETINGS

Section 1. Presbyterian Women in the Presbytery of the Highlands of New Jersey shall meet at gatherings open to all women at least once annually and more often if possible.

Section 2. Business Meeting

a. There shall be an annual Business Meeting.

b. Members of the Coordinating Team shall be elected and installed and reports shall be presented at the annual Business Meeting.

c. A Quorum shall consist of women who are members of at least eight (8) different churches; a vote carries by a simple majority (one half, plus one).

d. Every woman present at the annual Business Meeting shall have one vote for the election of officers, amendments, resolutions, financial decisions, or other issues presented for consideration by the membership.

ARTICLE VIII – RELATIONSHIPS

Section 1. Presbyterian Women in the Presbytery of the Highlands of New Jersey is a member of Presbyterian Women in the Synod of the Northeast. It also is the communicator between Presbyterian Women in the congregations and the Presbytery of the Highlands of New Jersey. It is accountable to and responsible for reporting annually to the Presbytery of the Highlands of New Jersey.

Section 2. The Moderator, or Co-Moderators, of Presbyterian Women in the Presbytery of the Highlands of New Jersey may serve on the presbytery council and committees so that she/they can be fully informed on its mission, budget and current activities. In turn, she/they can report to the Presbytery of the Highlands of New Jersey council the goals and activities of Presbyterian Women in the presbytery.

ARTICLE IX – AMENDMENTS - SUSPENSIONS

Section 1. These By Laws may be amended at any Business Meeting of any Gathering by a two-thirds (2/3) vote of those present and voting, provided that notice of the proposed amendments have been submitted, in writing, to Presbyterian Women in the congregations within the Presbytery of the Highlands of New Jersey at least thirty (30) days before the gathering.

Section 2. These By Laws may also be amended by an e-vote if no Business Meeting is scheduled, provided that the appropriate notice has been given, and that there are no questions as to the changes. The e-vote shall be taken and recorded by the Secretary.

Section 3. These By Laws may be suspended by a three-fourths (3/4) vote of those present and voting provided reason for duration of suspension is given.

ARTICLE X – CONSENSUS - PARLIAMENTARY AUTHORITY

Section 1. During Business Meetings, the primary method for decision-making will be consensus.

Section 2. The Moderator can move into Parliamentary Procedure for any item of business.

Section 3. Robert’s Rules of Order, Newly Revised (latest edition) shall govern Presbyterian Women in the Presbytery of the Highlands of New Jersey in all cases to which they are applicable and to which they are not inconsistent with these By Laws and the Constitution of the Presbyterian Church (U.S.A.).

Adopted: