



PRESBYTERIAN
WOMEN

BYLAWS
PRESBYTERIAN WOMEN
NORTHEAST GEORGIA PRESBYTERY
SYNOD OF THE SOUTH ATLANTIC
PRESBYTERIAN CHURCH (USA)

Revised July 2020

ARTICLE I - NAME

This organization shall be known as the Presbyterian Women of Northeast Georgia Presbytery (PW-NEGA), Synod of the South Atlantic (SOSA), Presbyterian Church in the United States of America PC(USA).

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 (USA) and witnesses to the promise of God's kingdom.

ARTICLE III - MEMBERSHIP

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

ARTICLE IV - GOVERNMENT

The PW-NEGA shall conform to the governance of the General Assembly of the Presbyterian Church USA. The PW- NEGA shall participate in the connectional relationship with all levels of PW (Churchwide [PC(USA)], Synod, and Congregation). PW-NEGA will determine their own leadership, program, budget, and provide leadership training.

An annual report from all officers will be required.

The fiscal year of PW-NEGA will be January 1 through December 31.

PW-NEGA program year will begin at the end of the Annual Gathering.

PW-NEGA Coordinating Team shall plan the Annual Gathering Program and other programs that may be decided upon.

ARTICLE V - OFFICERS/LEADERS

A. The Coordinating Team (CT) shall consist of:

Moderator

Vice Moderator

Moderator-Elect

Secretary

Treasurer

Five Mission Community Leaders

Greater Athens

Greater Augusta

Mountain

North Central

South Central

Moderator of Search

Members-at-Large with specific responsibilities to accomplish the program of PW-NEGA.

Spiritual Growth

Justice, Peace, and Racial Equity

Together in Service

Ex Officio Members:

Past Moderator of PW-NEGA

Parliamentarian

Historian

Yearbook Editor

The CT shall be elected each year and shall take office at the close of the Annual Gathering.

B. The term of office shall be for three years with the following exception:

1. A Moderator-Elect shall be elected for a one-year term.
2. All other leaders may serve a second consecutive term or may be elected to another office.

C. Each member of the PW-NEGA CT shall have one vote.

D. Method of Election: The Search Committee shall consist of the Moderator of the Search, the five Mission Community Leaders and the Justice, Peace, and Racial Equity Member at Large.

The Search Committee shall present a slate of nominees for elected office at the annual gathering of PW-NEGA. The floor will then be open for nominations. Election shall be by ballot except when there is only one candidate for an office; then the elections shall be by voice vote. Candidates receiving a majority of votes cast shall assume the office.

E. The newly elected PW-NEGA CT leaders shall be installed before adjournment of the Annual Gathering and shall assume office at the close of the meeting. The retiring PW-NEGA CT leaders shall give their successors all books and papers pertaining to their respective offices.

F. No person shall simultaneously hold more than one elected office in the PW-NEGA CT.

G. Additional Members at Large may be appointed by the Moderator for a specific short-term need.

H. In the event an officer cannot serve out her term or finds that her beliefs are no longer in accord with the policies of Presbyterian Women PC(USA), she shall submit her resignation in writing to the PW-NEGA Moderator.

I. Vacancies occurring between Annual Gatherings shall be filled by appointment by the PW-NEGA Moderator in consultation with the Moderator of Search and reported to the CT. This person will complete the unexpired term.

ARTICLE VI - GATHERINGS

A. The Annual Gathering of PW-NEGA shall take place in the spring. The purpose of the meeting shall be for worship, inspiration, the election and installation of officers, presentation of reports, and voting on the budget.

B. The PW-NEGA CT will plan and participate in the annual Workshop for education and training of Presbyterian Women.

C. The PW-NEGA CT shall make provision for an annual opportunity for spiritual enrichment of Presbyterian Women (Presbytery Retreat, Synod Retreat or Churchwide Gathering).

D. A simple majority of the PW-NEGA CT will constitute a quorum.

E. Special meetings of PW-NEGA CT may be called by the PW-NEGA CT moderator. Moderator may call special electronic meetings, to transact necessary business by e-mail or other electronic forms. This electronic meeting will be considered an official meeting with all rules of a regular meeting.

The e-mail will state "Call to Order" in the subject line and may address only one issue. Moderator shall send the email to all CT members and state in the body of the e-mail the reason for calling the meeting. Secretary will be copied on each reply to this email. Secretary shall be designated as Voting Commissioner. Motions must be presented, seconded and opened for discussion. Members may raise any points they deem necessary via the e-mail by replying to all addressed on the original e-mail.

The voting period will be **3** days, or until the number of votes is sufficient for a quorum. For the meeting to be official, a quorum must respond.

Each voting member shall reply to **all** with e-mail vote via the original e-mail. A simple majority of those responding will defeat or pass the motion.

The e-mails will be considered the Minutes of the Meeting and their accuracy can be assumed correct. Secretary shall retain copies of e-mails.

Secretary will tally votes and publish a list showing the vote of each member.

Once voting results are announced, Moderator shall declare the special meeting closed.

Designated committees shall meet between PW-NEGA CT meetings as needed. These committees may use Zoom or other secure electronic applications for their meetings.

All interested persons may attend meetings of the PW-NEGA CT with voice but no vote.

ARTICLE VII - STANDING COMMITTEES

A. Search Committee

Shall consist of Moderator of Search, the five PW Mission Community Leaders and the Justice, Peace, and Racial Equity Member at Large.

B. Annual Gathering Committee

Shall consist of the Moderator, Secretary, Spiritual Growth Member at Large, Vice Moderator and host church contact.

ARTICLE VIII - DUTIES OF OFFICERS

A. Moderator

Shall supervise the planning and execution of the program of PW-NEGA. She accepts the tenets of the organization and is willing to carry out the purpose and principles of PW.

Shall be willing to change, grow, and learn while in the process of serving.

Shall be open to new ideas and methods.

Shall be an experienced leader in women's work.

Shall be sensitive to those with whom she works and have ability to work with others.

Shall serve on the CT of NEGA Presbytery.

Shall preside at meetings of PW-NEGA CT and the PW-NEGA Annual Gathering.

Shall send an agenda of stated meetings prior to the meeting.

Shall appoint the Parliamentarian, Historian and Yearbook Editor.

Shall serve as representative to Synod CT.

Shall fully inform all pertinent information from Churchwide and Synod to PW-NEGA.

Shall coordinate with the Vice-Moderator planning for Annual Gathering.
Shall attend training offered for her office.
Shall be in communication with Presbyterian Women in the Congregation (PWC).
Shall serve on the Beth Duncan Endowment Committee.
Shall appoint Ad Hoc Committees as needed.
Shall prepare annual reports for SOSA, PW-NEGA, and NEGA Presbytery.
Shall hold CT meetings or other meetings deemed necessary using Zoom or other secure electronic- application or in person.

B. Moderator-Elect

Shall become fully knowledgeable of all aspects of the role and function of the Moderator.
Shall assist the Moderator as needed.
Shall be familiar with the responsibilities of Moderator and attend all CT meetings.
Shall attend a Church-wide or regional conference for exposure to the national and international scope of the work of Presbyterian Women.

C. Vice-Moderator

Shall preside in the absence of the Moderator. If the office of Moderator becomes vacant between elections, she shall complete the Moderator's term with full authority.
Shall be familiar with the responsibilities of Moderator and attend all CT meetings.
Shall serve as the Chair of the By Laws Committee.
Shall assist the Moderator as requested.
Shall serve on the Annual Gathering Committee

D. Secretary

Shall keep accurate records of proceedings of PW-NEGA CT.
Shall distribute copies of minutes of meetings to PW-NEGA CT and others as specified.
Minutes are to be distributed within two weeks after the meeting.
Shall maintain minutes of past meetings.
Shall keep a current roster of officers and committees and update as needed. The ending date of the term of office shall be entered at the end of the name of each officer.
Shall be the Clerk for the PW-NEGA Annual Gathering.

E. Treasurer

Shall handle fiscal responsibilities, be bondable and have knowledge of bookkeeping.
Shall serve as the Chair of the Budget/Finance Committee which is responsible for preparing the budget to be presented to the Annual Gathering for adoption.
Shall serve on the Beth Duncan Endowment Committee.
Shall keep accurate and up-to-date financial records, shall report to all PW-NEGA CT meetings, and give a report to the PW-NEGA Annual Gathering.
Shall forward special offerings to the designated offices at the specified time.
Shall be a resource for PWC using the PW Manual, *Guide for Treasurers*, as needed.

Shall inform all PW organizations of Honorary Life Membership process.
Shall inform Historian and Yearbook Editor of all Life Memberships.

F. Moderator of Search

Shall preside over Search Committee. Understand clearly the job requirements for each leader.

The Search Committee is to seek leadership from PWC with fair representation. (Book of Order G-3.0103).

Shall provide newly elected leaders with information about PW-NEGA including upcoming events, specifically with duties of their office.

G. Mission Community Leaders

Shall maintain contact within her Mission Community.

Shall communicate issues from Churchwide Presbyterian Women and issues brought to her attention by the PW-NEGA moderator.

Shall serve as a member of the Search Committee.

Shall attend leader training when offered.

H. Member-at-Large: Justice, Peace, and Racial Equity

Shall identify issues and concerns for women, including economic justice, employment, inclusive language, advocacy and community action needs as well as PW Global Mission Exchange.

Shall communicate to the PW-C the concerns of Churchwide Presbyterian Women.

Shall raise awareness of ecumenical opportunities (Villa International, Least Coin, Church Women United, Habitat for Humanity, Hunger, etc.).

I. Member-at-Large: Together in Service, Leadership and Resources

Shall be responsible for interpretation of Presbyterian Women related ministries within the Synod (Presbyterian Homes, Thornwell, Come See Columbia Day, Columbia Friendship Circle, Mission Haven, Rabun Gap, UGA Student Center, and GA Lodge-Montreat).

Shall receive and distribute all resource materials.

Shall promote all training opportunities.

Shall encourage subscriptions to denomination publications, especially the official magazine of Presbyterian Women, "Horizons".

Shall have a Resource Table at the Annual Gathering and Annual Workshop.

Shall encourage mission education.

J. Member-at-Large: Spiritual Growth

Shall plan and coordinate a time of worship at PW-NEGA CT meetings.

Shall serve as member of planning committee for the all PW-NEGA Spiritual Retreats.

Shall serve as a resource for activities and programs to help Presbyterian Women in congregations (PWC) as needed.
Shall promote the Horizons Bible Study.

K. Parliamentarian

Shall assist the PW-NEGA CT with correct Parliamentary procedure.
Shall know Roberts Rules of Order (Newly Revised) and have a copy available for all meetings.

L. Historian

Shall keep a record of Honorary Life Memberships awarded.
Shall compile a list of women who died in the previous calendar year for use at the necrology (memorial) service.
Shall keep Synod informed of PW-NEGA activities as well as activities in individual churches.
Shall mail compiled history including necrology and honorary Life Members to the Synod Historian and designated archive.

M. Yearbook Editor

Shall be responsible for compiling, printing, and/or electronic formatting of yearbook, working closely with the Moderator to coordinate the contents.

ARTICLE IX - FINANCES

A. The work of PW-NEGA shall be funded by monies received from PWC in the form of pledges made by women who choose to belong and support Presbyterian Women.

B. The Treasurer shall serve as Finance Committee Chair. Other Finance Committee members will be Vice Moderator and one additional member appointed by the Moderator.

C. The Beth Duncan Endowment Committee shall be composed of the Moderator, Past Moderator, Treasurer, and **two** additional Coordinating Team Members appointed by the Moderator. A member of the Northeast Georgia Presbytery staff shall be an ex officio member.

The Beth Duncan Endowment Committee shall oversee the use of the funds.

D. Reimbursement of expenses for all members of the PW-NEGA CT will be met from the Beth Duncan Endowment Fund. These expenses will include required travel, required training, postage, and other out of pocket expenses.

E. Guidelines are provided to the Finance Committee in the PW Manual, "*A Guide for Treasurers*".

F. The Treasurer shall close her books at the end of the fiscal year and prepare for Financial Review before the PW-NEGA Annual Gathering.

G. The Financial Review Report is to be filed and sent to the Yearbook Editor with copy to the Moderator to be included in the Yearbook.

ARTICLE X - PARLIAMENTARY AUTHORITY

The Robert's Rules of Order (Newly Revised) shall govern PW-NEGA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which the PW-NEGA CT may adopt.

ARTICLE XI - AMENDMENTS

A. These bylaws may be amended at the PW-NEGA Annual Gathering by a two-thirds vote of those present provided notice of the proposed amendment has been submitted to the PW-NEGA CT and the PWC four weeks prior to the PW-NEGA Annual Gathering.

B. Those choosing to submit amendments shall do so in writing, signed by two members of the PW-NEGA.

STANDING RULES

Annual Gathering Guideline

Updated March 2017

Attempt should be made to rotate site for Presbyterian Women's events throughout the five Mission Communities.

- Host Church Moderator contacts the Presbytery PW Moderator or Vice-Moderator should she have any questions, concerns, or problems.
- Presbytery CT will set time frame/agenda for the day.
- Host church is responsible for obtaining permission from their session to host the Gathering and to have communion.
 - Presbytery Moderator will contact Moderator of Host Church and invite her

to the January CT meeting.

- Light Breakfast fare and Lunch to be determined by the host church. Cost for lunch to be determined by host church. Cost will be on invitation. Participants will be requested to send fee with registration.
- Invitations will be sent out by the CT. All printing and mailing costs are the responsibility of the CT. A sample invitation is to be sent to host church. One invitation is to be sent to each Moderator or Contact Person. In a church where there is no PW organization the invitation should be sent to the minister or Clerk of Session.
- Invitations should be sent six weeks before the date of Gathering so that every PW will receive their invitation before their February circle meetings. This will ensure that all churches are aware of date, place, and cost in adequate time to respond.
- The Mission Community Leaders will make contact with an email or phone call with the churches in their Mission Community one month before the date of the Gathering to remind them of the event and the due date for reservations.
- Registration table and tables for mission group displays are the responsibility of the host church. CT will staff the registration table. Name tags are to be provided by the CT. There should be a sign-in sheet for each Mission Community.
- A table should be provided in the front of the church for the secretary.
- The host church will provide a microphone for the gathering.
- A Nursery should be provided if requested at time of reservation.
- Moderator of host church should be invited to January CT meeting – expenses to be paid by Presbytery PW.
- Guest speaker is the responsibility of the Presbytery CT. The Moderator of the host church should be advised of selection. Host church will be asked to provide the Minister, who will determine the music, communion and worship needs.
- Offering will be taken during the worship service – 60% will go to host church to be used at its discretion. Remaining 40% is designated to a Mission that is determined by Presbytery CT.

Presbytery CT will extend invitations to various groups to display information and will communicate with host Moderator to inform her of needs. Church will provide space and tables. The following are possible groups to be invited: Presbyterian Homes; Mission Haven; Georgia Student Center; Thornwell; Villa International; Columbia Seminary; Columbia Friendship Circle; Johnson C. Smith Seminary; Rabun Gap; Horizons; Georgia Lodge at Montreat; Montreat Conference Center; Church Women United.

**Guidelines for Funding the Gathering/ Workshops/Retreats
Leaders/Speakers**

GATHERING

Honorarium for invited speaker	\$250 + mileage
Honorarium for second speaker	\$100 + mileage
Honorarium for musician	\$ 75 + mileage
Others	

ANNUAL WORKSHOP

Honorarium for speakers	\$75 each
Honorarium for workshops leaders	\$50

ANNUAL RETREAT

Worship Leader	\$500
Music Leader	
Workshop Leaders	\$ 50

When concerns arise not covered by guidelines, the CT will address the issues and provide solutions.

GUIDE FOR EXPENSES PAID FROM THE BETH DUNCAN FUND

1. PW-NEGA Moderator

Printing and postage Yearbook, letters, etc. to PWC Moderators
Mileage and meals while on PW-NEGA Moderator business

2. PW-NEGA Vice-Moderator

Printing and postage for mailings to PW-NEGA Mission Community Leaders and individuals.
Mileage and meals while on PW-NEGA Vice Moderator business.

3. PW- NEGA Mission Community Leaders

Printing and postage for mailings to PWC Moderators or contact person.

4. PW-NEGA CT

Reimbursement of expenses for all members of the Coordinating Team will be met from the Beth Duncan Fund. These expenses will include required travel, required training, postage, and other out of pocket expenses.

5. Beth Duncan Scholarship

Northeast Georgia Fall Retreat expenses for Northeast Georgia PW attending may be partially underwritten. Montreat Women's Conference, Synod and Triennium registration fees may be partially or fully reimbursed if it is determined by the Beth Duncan Endowment Committee that the money in the fund is sufficient. The feasibility of making this reimbursement will be evaluated regularly and may change from year to year.

* Paid only after the recipient has attended the retreat or conference

Bylaws Committee members:

Judy Grieve, Chair
Elaine Wiegert, Moderator
Lindalee Walters, Treasurer
Julie Usry, Parliamentarian
Joyce Dejoie, Justice and Peace, and Racial Equity
Cindy Wallerich, Augusta Mission Leader

January 11, 2020