

**PRESBYTERIAN WOMEN  
IN THE SYNOD OF THE NORTHEAST  
BY LAWS**

**ARTICLE I – NAME**

The name of this organization shall be Presbyterian Women in the Synod of the Northeast 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**

Members of Presbyterian Women in the Synod shall be all women within the Synod who choose to participate in, or be supportive of, Presbyterian Women in the Synod in any way.

**ARTICLE IV – COORDINATING TEAM, ELECTIONS, AND TERMS OF OFFICE**

Section 1. Serving with Voice and Vote, the Coordinating Team shall be:

- a. Moderator  
Vice-Moderator  
Secretary/Historian  
Treasurer  
Moderator of Finance Committee  
Synod Representative to  
Churchwide Board of Directors
- Search Committee Moderator  
Coordinator for Justice and Peace  
Coordinator for Together in Service  
Coordinator for Bible Study, *Horizons* &  
Celebration Giving  
Diversity Coordinator  
Clergywoman  
Seminarian  
Co- Communications Coordinators
- b. Members of the Coordinating Team must be Active Members of the Presbyterian Church (U.S.A.) within the bounds of the Synod.
- c. Moderator Elect – When the Moderator is in the final year of her term, there will be an election for Moderator Elect. She will serve as Moderator Elect for the remainder of the Moderator's term, and then serve a regular three-year term as Moderator.
- d. Vice-Moderator Elect – When the Vice-Moderator is in the final year of her term, there will be an election for Vice-Moderator Elect. She will serve as Vice-Moderator Elect for the remainder of the Vice-Moderator's term and then serve a regular three-year term as Vice-Moderator.

- e. The Search Committee shall ensure, with the assistance of the Diversity Coordinator, that at least one woman from every Racial/Ethnic group (6) in the Northeast (African American, Asian American, Hispanic/Latin American, Korean American, Middle Eastern American, and Native American) is elected to a position on the Coordinating Team and that all 6 groups are represented in Elected Positions at any given time.

Section 2.a. The term of office for all leaders shall be three (3) years, without the privilege of re-election to the same office, except as follows:

Moderator Elect – remainder of Moderator’s last year

Vice-Moderator Elect – remainder of Vice-Moderator’s last year

Treasurer – two (2), three (3) year terms Her term begins Jan. 1 of the year following her election.

Seminarian – until she graduates from Seminary or takes exams.

- b. Election of leaders shall be done in the context of a Business Meeting of Presbyterian Women in the Synod or by mail or e-vote ballot.
- c. After two consecutive unexcused absences, an elected member of the Coordinating Team of Presbyterian Women in the Synod will be contacted by the Moderator, and may be asked to resign, and if she does not, she may be removed by the Moderator in consultation with the Coordinating Team.
- d. Vacancies occurring between annual elections shall be filled by appointment, for the remainder of the term, by the Moderator upon the recommendation of the Search Committee.

Section 3. The Search Committee shall:

- a. Consist of the Moderator of the Search Committee and three committee members, each from a different geographic region (1. New Jersey; 2. New England, New York City and Eastern Korean; and 3. New York State)
- b. Present the names of the women nominated to be elected at a Business Meeting of PW in the Synod of the Northeast. They shall be installed at the annual Business Meeting and assume office at the close of the Business Meeting.
- c. Maintain updated position descriptions of the Coordinating Team Members and review during the last year of the Coordinating Team member’s term.
- d. Deliberately seek and consider women of diverse age, ethnicity, and geographic region in order to present an inclusive slate of nominees.

Section 4. A rotation system is established so that approximately one-third (1/3) of the leaders will be elected each year.

Section 5. Should a leader serve only one-third (1/3) of an unexpired term, she is eligible for election to one (1) full term, while serving two-thirds (2/3) of a term will be considered a full term.

**ARTICLE V – DUTIES OF THE COORDINATING TEAM (leaders)**

**Section 1. The Coordinating Team shall:**

- a. Make decisions on behalf of Presbyterian Women in the Synod of the Northeast.
- b. Serve as a communication link between Presbyterian Women at the Presbytery and the Churchwide levels.
- c. Ensure training in leadership skills for Presbyterian Women in the Synod.
- d. Preside at regular gatherings of Presbyterian Women in the Synod.
- e. Form committees and task groups and appoint women for special tasks, as needed.
- f. Work with other women’s constituencies in the Synod.
- g. Ensure Synod-wide gatherings for all women in the Synod.
- h. Ensure that a representative is provided to serve on Synod or ecumenical committees or projects.
- i. Endorse an annual budget and approve non-operating expenditures.

**Section 2. The Coordinating Team shall meet annually.**

**Section 3. Standing Committees shall report to the Coordinating Team. There shall be the following standing committees:**

- a. Facilitating Committee – consisting of the Moderator, Vice-Moderator, Secretary/Historian, Treasurer, and the Representative to the Churchwide Board of Directors. It shall have general supervision of the affairs of Presbyterian Women in the Synod between regular meetings. It shall immediately communicate decisions to the PW Coordinating Team of the Synod.
- b. Finance Committee – consisting of the Moderator of the Finance Committee, the Treasurer, and one Active PWP Moderator or PWP CT member. It shall prepare an annual budget for the operating expenses of PW in the Synod and present it to the Coordinating Team for review prior to the vote at an annual Business Meeting. The Finance Committee administers the scholarship funds. An annual review is required. An audit is required at the end of the Treasurer’s term.

**ARTICLE VI – GATHERINGS – BUSINESS MEETINGS**

**Section 1. a. Gatherings: Presbyterian Women in the Synod shall meet at gatherings open to all women at least once every three years.**

**b. Business Meetings**

1. There shall be an annual meeting.
2. Designated voting delegates are the PWSNE Coordinating Team, and one PWP Moderator or a Designee or a Contact Person from every Presbytery.

**Section 2. The quorum for a Business Meeting of Presbyterian Women in the Synod shall be members representing a majority of the active Presbyterian Women in the Presbytery groups (PWPs) within the Synod.**

**Section 3. E-meetings: The Coordinating Team and/or Voting Representatives may participate in a meeting by means of tele/video conference or similar communications or equipment if all persons participating in the meeting can hear each other at the same time.**

Participation in a meeting by such means shall constitute presence in-person at the meeting.

Section 4: E-voting: Email voting is limited to action items that are routine and not controversial. All members of the Coordinating Team and/or Voting Representatives shall be included. The motion for the e-vote should be sent to voting members with any documentation needed for members to make an informed vote. The item being voted on should be clear and include a deadline for casting the e-vote. Any member can stop the vote by calling for a meeting to consider the issue. Voting members must select the “respond all” option so all participants can view the vote. The Moderator shall summarize and announce the vote. Any voting by email shall be reported at the next in-person meeting of the Coordinating Team and recorded in the minutes.

All e-meeting correspondence shall include a confidentiality notice as follows: *The information in this email may be confidential and/or privileged. This email is intended to be reviewed by only the individual or organization. If you are not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any review, dissemination or copying of this email and its attachments, if any, or the information contained herein is prohibited.*

#### ARTICLE VII – RELATIONSHIPS

Section 1. Presbyterian Women in the Synod is a member of Presbyterian Women in the Presbyterian Church (U.S.A.) Inc. Presbyterian Women in the Synod shall elect voting delegates to the Churchwide Gathering of Presbyterian Women in accordance with the current By Laws of Presbyterian Women in the Presbyterian Church (U.S.A) Inc., and it shall comply with the Churchwide Coordinating Team policies regarding finances.

Section 2. Presbyterian Women in the Synod shall be related to the Synod of the Northeast and shall operate within its jurisdiction.

#### ARTICLE VIII – AMENDMENTS

These By Laws may be amended at any Business Meeting of Presbyterian Women in the Synod by a two-thirds vote of those present and voting, provided notice of the proposed amendments has been submitted in writing (a PDF document is acceptable) to Presbyterian Women in the Presbyteries at least thirty (30) days prior to the Business Meeting. 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. Voting Delegates who don't have email need written notice and vote in writing. These By Laws may be suspended by a two-thirds vote of those present and voting, provided notice of such suspension has been submitted, in writing, to the members thirty (30) days prior to the gathering.

#### ARTICLE IX – CONSENSUS – PARLIAMENTARY PROCEDURE

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. The rules contained in Robert's Rules of Order, Newly Revised (latest edition) shall govern Presbyterian Women in the Synod of the Northeast in all cases to which they are applicable and to which they are not inconsistent with the By Laws and the Constitution of the Presbyterian Church (U.S.A.).

Adopted: July 1989.

Revised: July 1996, July 1999, July 2001, November 2001, November 2003, July 2005, July 2007, October 2011, November 2013, July 2014, August 2016, October 2019, October 2022, July 2023.

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