

**BY-LAWS**  
**of**  
**PRESBYTERIAN WOMEN**  
**in the**  
**PRESBYTERY of ALBANY**



**PRESBYTERIAN**  
**WOMEN**

**By-laws of Presbyterian Women in the Presbytery of Albany**

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## **By-laws of Presbyterian Women in the Presbytery of Albany**

### **Article I: Name**

The name of this organization is Presbyterian Women in the Presbytery of Albany.

### **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,
- support the mission of the church worldwide,
- work for justice and peace, and
- 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 and Relationships**

**Section 1.** All women within the Presbytery of Albany who in any way choose to participate in or be supportive of Presbyterian Women are members.

**Section 2.** This organization is a member of Presbyterian Women in the Presbyterian Church (USA) and Presbyterian Women in the Synod of the Northeast.

**Section 3.** The Presbyterian Women in the Presbytery of Albany shall be related to the Presbytery of Albany and shall operate within its jurisdiction.

**Section 4.** Presbyterian Women in the Presbytery of Albany are part of a Presbytery Partnership Group with the Presbyteries of Utica, Cayuga-Syracuse, Northern New York and Susquehanna Valley.

### **Article IV: Coordinating Team**

**Section 1.** The elected leaders form a Coordinating Team for conducting the business of Presbyterian Women in the Presbytery of Albany.

**Section 2.** The Coordinating Team members of the Presbyterian Women in the Presbytery of Albany are as follows: Moderator, Vice Moderator, Moderator Elect, Secretary, Operating Fund Treasurer, Mission Fund Treasurer, Together in Service Coordinator, Justice and Peace Concerns Coordinator, Search Committee, Gathering Planning Committee, Communication Coordinators, Diversity Members-at-Large, Members-at-Large, Immediate Past Moderator.

**Section 3. Terms of Office:**

Except the Moderator Elect and Immediate Past Moderator, whose terms are one year, the term of office for all Coordinating Team members is three years.

- (a) Except for the Moderator, Moderator Elect and the Immediate Past Moderator, all Coordinating Team members have the privilege of re-election.
- (b) The Moderator may serve non-consecutive terms. The beginning of the term will coincide with the Triennial Gathering of Presbyterian Women in the Synod of the Northeast.
- (c) The Moderator Elect holds office during the last year of the Moderator's term.
- (d) The Immediate Past Moderator is a one year term during the first year of the new Moderator's term.

**Section 4. Election**

- (a) Elected leaders of Presbyterian Women in the Presbytery of Albany must be members of the Presbyterian Church (USA).
- (b) The slate of names for election is presented by the Search Committee at the Spring Gathering of Presbyterian Women in the Presbytery of Albany.
- (c) The Coordinating Team may create new elected positions for the Coordinating Team.

**Article V: Duties of Leaders****Section 1. Moderator**

The Moderator shall

- (a) preside at all meetings of the Coordinating Team and at all Gatherings of Presbyterian Women in the Presbytery of Albany where business is conducted;
- (b) be the key person to receive communications on behalf of the organization;
- (c) be the representative to the Coordinating Team of Presbyterian Women in the Synod of the Northeast;
- (d) attend Presbytery meetings and have voice and vote if the Moderator is an ordained Elder or has obtained permission from the Presbytery of Albany;
- (e) be the voting representative at Presbyterian Women in Synod of the Northeast and Presbyterian Women's Churchwide Gatherings (if the Moderator can not attend, she may appoint a Coordinating Team member to take her place with the approval of the Coordinating Team);
- (f) meet with Moderators of Presbyterian Women in the congregation annually; and
- (g) provide a written agenda one week prior to each Coordinating Team meeting.

**Section 2. Vice Moderator**

The Vice Moderator shall

- (a) preside in the absence of the Moderator or at her request;
- (b) complete the Moderator's term if the office of Moderator becomes vacant between elections; and
- (c) assist the Moderator as requested.

**Section 3. Moderator Elect**

The Moderator Elect shall

- (a) work with the Moderator in a collaborative role and
- (b) become the Moderator at the end of the Moderator's term.

**Section 4. Secretary**

The Secretary shall

- (a) take minutes at meetings and send them out prior to the next meeting to members of the Coordinating Team;
- (b) preserve minutes of Coordinating Team meetings, Program Books and other historical records for 6 years; and
- (c) send the records to PCUSA Department of History after 6 years.

**Section 5. Operating Fund Treasurer**

The Operating Fund Treasurer shall

- (a) have knowledge and understanding of all procedures regarding the receipts and disbursements of the operating funds of Presbyterian Women in the Presbytery of Albany;
- (b) receive from Presbyterian Women in the Congregations what is pledged for the operating expenses of Presbyterian Women in the Presbytery of Albany;
- (c) receive and disburse funds for the *Presbyterian Women in the Presbytery of Albany Scholarship Fund for Synod Events*;
- (d) send the treasurer of Presbyterian Women in the Synod of the Northeast the amount assigned for the operating budget of Presbyterian Women in the Synod of the Northeast;
- (e) provide an annual written financial report and a copy of the budget for the Program Book; and
- (f) provide a written financial report at every Coordinating Team meeting.

**Section 6. Mission Fund Treasurer**

The Mission Fund Treasurer shall

- (a) have knowledge and understanding of all procedures regarding the receipts and disbursements of all the offerings of Presbyterian Women in the Presbytery of Albany; and
- (b) receive the Presbyterian Women Mission Pledge, Fellowship of the Least Coin, Presbyterian Hunger Fund, Birthday Offering, Thank Offering, and Honorary Life Membership monies and forward these funds to Presbyterian Women Remittance Processing.

**Section 7. Together in Service Coordinator**

The Together in Service Coordinator shall serve as a link between the Together in Service Coordinator of Presbyterian Women in the Synod of the Northeast and Presbyterian Women in the Presbytery of Albany.

**Section 8. Justice and Peace Concerns Coordinator**

The Justice and Peace Concerns Coordinator shall serve as a link between the Justice and Peace Concerns Coordinator of the Presbyterian Women in the Synod of the Northeast and Presbyterian Women in the Presbytery of Albany.

**Section 9. Search Committee**

The Search Committee shall

- (a) consist of three members with the chairperson being determined by the committee;
- (b) recommend persons to be called to leadership positions;
- (c) present the slate of names for election at the Spring Gathering of Presbyterian Women in the Presbytery of Albany; and
- (d) ask non-Coordinating Team women to assist on the committee.

**Section 10. Gathering Planning Committee**

The Gathering Planning Committee shall

- (a) consist of three members with the chairperson being determined by the committee, and
- (b) arrange the details of the Spring and Fall Gatherings of Presbyterian Women in the Presbytery of Albany.

**Section 11. Communication Coordinators**

The Communication Coordinators shall

- (a) function as liaisons between the Presbyterian Women in the Presbytery of Albany and the churches that are not assigned to other members of the Coordinating Team of Presbyterian Women in the Presbytery, and
- (b) have a flexible number.

**Section 12. Diversity Members-at-Large**

Diversity Members-at-Large shall serve to represent points of view specific to that group.

- (a) African American Women
- (b) Asian American Women (not Korean)
- (c) Hispanic/Latin American Women
- (d) Korean American Women
- (e) Middle Eastern American Women
- (f) Native American Women
- (g) Women under 30 or College Women

**Section 13. Members-at-Large**

Members-at-Large with specific responsibilities shall be appointed as necessary to help conduct the work of Presbyterian Women in the Presbytery of Albany. A Coordinating team member can assume any of the at-large duties. At-large positions include

- (a) Liaison with *The Presbyterian Women's Communicator*,
- (b) Financial Secretary of the Scholarship Fund,
- (c) Promotional Coordinator (*Horizon's* Coordinator), and
- (d) Program Book Editor.

#### **Section 14. Immediate Past Moderator**

The Immediate Past Moderator shall serve to provide guidance for the Coordinating Team of Presbyterian Women in the Presbytery of Albany.

#### **Article VI: Duties of the Coordinating Team**

The coordinating team shall

- (a) approve the Gathering Planning committee's recommendations for Spring and Fall Gatherings of Presbyterian Women in the Presbytery of Albany;
- (b) identify issues of concern to Presbyterian Women;
- (c) provide program support, communication and resources to each church in the Presbytery of Albany, through an assigned Coordinating Team member;
- (d) choose one voting delegate from the Coordinating Team for each business meeting of Presbyterian Women in the Synod of the Northeast and at the Churchwide Gathering;
- (e) hold business meetings four times per year;
- (f) have a workshop for educational purposes each fall; and
- (g) review the past year's program and the bylaws and vote on the budget that is to be presented at the Spring Gathering of Presbyterian Women in the Presbytery of Albany at the January Coordinating Team meeting.

#### **Article VII: Decision Making**

- (a) At Coordinating Team Meetings, decisions are made by consensus with the exception of those related to finances.
- (b) At Coordinating Team meetings, decisions related to finances require a motion, a second, discussion and majority vote.
- (c) At Gatherings, decisions require a motion, a second, discussion and a majority vote.

#### **Article VIII: Finances**

**Section 1.** The program of Presbyterian Women in the Presbytery of Albany is financed by pledges from Presbyterian Women in the Congregations to the operating expenses of Presbyterian Women in the Presbytery of Albany and registration fees at Gatherings.

**Section 2.** Quarterly, the treasurers of Presbyterian Women in the Congregations send the recommended amount to the Mission Fund Treasurer of Presbyterian Women in the Presbytery of Albany.

#### **Articles IX: Gatherings**

##### **Section 1.**

- (a) Presbyterian Women in the Presbytery of Albany meet biannually.
- (b) These Gatherings are open to everyone.

- (c) The election and installation of Coordinating Team Members and approval of the budget is done in the context of the Spring Gathering of Presbyterian Women in the Presbytery of Albany.
- (d) All members of Presbyterian Women attending this Gathering are entitled to vote.
- (e) Presbyterian Hunger Fund collection will occur at each Gathering.

**Section 2.** The quorum for a Gathering of Presbyterian Women in the Presbytery of Albany is one representative from at least one third of the active Presbyterian Women in the Congregation groups in the Presbytery of Albany.

## **Articles X: Publications**

**Section 1.** The Program Book is published each April.

**Section 2.** The *Presbyterian Women's Communicator* will be published in February and August and more often as needed.

**Section 3.** The Editor of *The Presbyterian Women's Communicator* is appointed by the Coordinating Team and does not need to be on the Coordinating Team.

## **Article XI: Church Communication**

**Section 1.** Each church in the Presbytery will have a member of the Coordinating Team assigned to them for communication purposes.

**Section 2.** Churches in the Presbytery of Albany that do not have a Presbyterian Women's group will have a contact person from that congregation.

**Section 3.** The Presbytery is divided into regions for communication purposes: Northern Regions 1 and 2, Southern, Capital, Western Regions 1 and 2, plus Troy/Albany.

**Section 4.** Presbytery Representative

The Presbytery Representative shall

- (a) be the liaison between Presbyterian Women in the Presbytery of Albany and the Council of the Presbytery of Albany,
- (b) be a member of the Council of the Presbytery of Albany,
- (c) attend meetings of the Coordinating Team of Presbyterian Women in Presbytery of Albany, and
- (d) report to the Coordinating Team all pertinent information from the Council of the Presbytery of Albany.

## **Article XII: Reports**

An annual report including a financial report will be supplied to the Presbytery of Albany and Presbyterian Women in the Synod of the Northeast by March 31 each year.

### **Article XIII: Amendments**

**Section 1.** Decisions regarding amendments are made at Gatherings and require a quorum. All members in attendance may vote.

**Section 2.** Provided notice of the proposed amendments have been submitted in writing to Presbyterian Women in the Congregations at least thirty days prior to the gathering, these bylaws may be amended by a two-thirds vote.

**Section 3.** These bylaws may also be amended by a three-fourths vote without prior notice.

**Section 4.** These bylaws may be suspended by a two-thirds vote provided notice of such suspension has been submitted in writing to the members thirty days prior to the Gathering at which it will be voted.

Adopted by Presbyterian Women in the Presbytery of Albany on 4/8/2010  
Revision