

PRESBYTERIAN WOMEN
IN
CENTRAL FLORIDA PRESBYTERY



BY-LAWS
&
STANDING RULES

Amended 1/2020

**BYLAWS FOR PRESBYTERIAN WOMEN IN
CENTRAL FLORIDA PRESBYTERY
SYNOD OF SOUTH ATLANTIC
PRESBYTERIAN CHURCH (U.S.A.)**

ARTICLE I - NAME

The name of this organization shall be Presbyterian Women in Central Florida Presbytery, Synod of South Atlantic, Presbyterian Church (U.S.A.)

ARTICLE II - PURPOSE

Section 1. 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, 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.

Section 2. Presbyterian Women in Central Florida Presbytery seeks to fulfill this purpose by building community, affirming the call to leadership, raising issues and concerns, and channeling information to and from Presbyterian Women in the Congregation, Synod of South Atlantic, and the Church-wide Coordinating Team.

ARTICLE III - MEMBERSHIP

All within the Presbytery who in anyway choose to participate in, or are supportive of, Presbyterian Women in Central Florida Presbytery are considered members of Presbyterian Women.

ARTICLE IV - COORDINATINGTEAM

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

Section 2. The Coordinating Team shall include the Moderator, the Moderator Elect, Vice Moderator, Secretary, Treasurer, Search Committee Coordinator, a Coordinator for each District, Interpreter for Cultural Diversity and Peace and Justice, Interpreter for Global Mission, Interpreter for Presbyterian Homes and Schools, and coordinators of standing and special committees.

Section 3. The **Coordinating Team** shall:

- a. meet at least three times a year
- b. plan for regular gatherings and special interest events
- c. provide program support and resources through the District Coordinators, to Presbyterian Women in the congregation
- d. provide for representatives to serve on Central Florida Presbytery or ecumenical committees or projects as requested.

Section 4. The quorum for a meeting of the Coordinating Team shall be eight members.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be: Moderator, Moderator Elect, Vice Moderator, Secretary, and Treasurer.

Section 2. Executive Committee meetings shall be at the call of the Moderator.

Section 3. The Executive Committee shall have the powers of the Coordinating Team between Coordinating Team meetings but shall not modify any action of the Coordinating Team. Any action taken by the Executive Committee shall be reported at the next Coordinating Team meeting.

Section 4. The quorum of an Executive Committee meeting shall be three members of the Committee.

ARTICLE VI - COMMITTEES

Section 1. A Standing Committee is charged with the responsibility of a specific area of work, which is ongoing. Standing Committees include the following and such others as determined by the Coordinating Team. Except where otherwise specified, the Moderator shall appoint the committees

- a. Search Committee: The Search Committee shall be the District Coordinators and chaired by the elected Search Committee Coordinator
- b. Presbyterian Women's Presbyterian Church (U.S.A.) Vocational Scholarship Fund Committee: The Interpreter for Presbyterian Homes and Schools shall chair this Committee, consisting of:
 - The Treasurer of Presbyterian Women in Central Florida Presbytery.
 - Two members-at large appointed by the Moderator of Presbyterian Women in Central Florida Presbytery.
- c. Financial Policies and Budget Committee: The Treasurer shall be the chairperson of this Committee along with two members at large appointed by the Moderator of Presbyterian Women in Central Florida Presbytery.

Section 2. A Special Committee is formed for a special purpose or event and automatically ceases to exist when the work is done and a report given. The Moderator shall appoint Special Committees as deemed necessary by the Executive Committee.

ARTICLE VII - NOMINATIONS AND ELECTIONS

Section 1. The Search Committee shall select the names of nominees for election and present them to the Coordinating Team for approval. The Search Committee shall present the approved slate of nominees to the members of the Presbyterian Women in Central Florida Presbytery at the Annual Gathering. All elected Coordinating Team members shall be members of the Presbyterian Church (U.S.A.).

Section 2. Members of the Presbyterian Women in Central Florida Coordinating Team and District Coordinators shall be elected for office on a rotation system as stipulated in the Standing Rules.

Section 3. A vacancy of an unexpired term of office except in the office of Moderator shall be filled by a nominee proposed by the Search Committee and approved by the Coordinating Team. The office of Moderator shall be filled by the Vice Moderator and the office of Vice Moderator shall be declared vacant. An appointment to fill a vacancy shall be only until the next election. If the office of Moderator and Vice Moderator become vacant on a temporary basis, the order of authority goes to the Secretary and then the Treasurer.

ARTICLE VIII - TERMS OF OFFICE

The terms of office for members of the Coordinating Team shall be two years with the privilege of re-election for a second term. The term of office for the Moderator-elect shall be one year elected in the last year of the Moderator's term.

ARTICLE IX - DUTIES OF COORDINATING TEAM MEMBERS

Section 1. The **Moderator** shall:

- a. preside at meetings of the Coordinating Team and the Executive Committee and at gatherings of Presbyterian Women in Central Florida Presbytery when business is conducted.
- b. appoint committees as needed with the approval of the Executive Committee.
- c. be the key person to receive communications on behalf of Presbyterian Women in Central Florida Presbytery
- d. be the representative to the Coordinating Team in the Synod of South Atlantic.

- e. be the representative of Presbyterian Women to Central Florida Presbytery Council.
- f. be a voting representative at Presbyterian Women Church-wide Gatherings.
- g. be an ex-officio member of all committees except the Search Committee.
- h. submit a written report to Presbyterian Women in Central Florida Presbytery at the Annual Gathering.

Section 2. The **Moderator Elect** shall:

- a. perform duties as requested by the Moderator.
- b. use the one-year term as a time of preparation and education

Section 3. The **Vice Moderator** shall:

- a. preside in the absence of the Moderator.
- b. assist the Moderator as requested.
- c. serve as Moderator until the next election if that office becomes vacant.
- d. serve as leader for District Coordinators

Section 4. The **Secretary** shall:

- a. keep minutes of all Coordinating Team and Executive Committee meetings and of Gatherings in which business is conducted.
- b. preserve the working records of Presbyterian Women in Central Florida Presbytery.

Section 5. The **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.
- b. receive funds from Presbyterian Women congregations and remit to:
 - 1. designated missions.
 - 2. Presbyterian Women Remittance Processing for support of the Mission of the Church Worldwide, Presbyterian Women Churchwide, and Celebration Giving.
 - 3. Treasurer of Presbyterian Women in the Synod of South Atlantic the amount designated by congregations for support and operation.
- c. provide a written financial report at each Coordinating Team meeting.
- d. provide a written financial year end statement to be included in the Annual Gathering docket.
- e. serve as chairman of the Financial Policies and Budget Committee.
- f. serve as an ex-officio member of Central Florida Presbyterian Women's Presbyterian Church (U.S.A.) Vocational Scholarship Fund Committee.

Section 6. The **Historian** shall:

- a. assist Presbyterian Women in Congregations with preparation of their annual histories.
- b. obtain an annual history from the historians of Presbyterian Women in Congregations.
- c. records the history of Presbyterian Women in Central Florida Presbytery on an annual basis, utilizing information from the annual histories from Presbyterian Women in Congregations.
- d. maintains and preserve historical records of Presbyterian Women in Central Florida Presbytery.

Section 7. The **Search Committee Coordinator** shall:

- a. administer the work of the Search Committee.
- b. call a meeting of the full Committee at least once a year.
- c. present to the Coordinating Team, for approval, nominees to fill vacancies.
- d. present the approved slate of nominees to Presbyterian Women in Central Florida Presbytery at the Annual Gathering.

Section 8. The Presbyterian Women **District Coordinator** shall:

- a. serve in her assigned district.
- b. provide program support and workshops in the Congregations assigned to her.
- c. meets with local Moderators in person, by phone, or email at least twice a year.
- d. attend appropriate training at the Church-wide, Synod or Presbytery level when offered.
- e. be the direct link between Presbyterian Women in congregations and the Coordinating Team of Presbyterian Women in Central Florida Presbytery.
- f. serve as a member of the Search Committee.

Section 9. The **Interpreter for Cultural Diversity and Social Justice** shall:

- a. promote understanding and awareness of diversity among all women in Central Florida Presbytery utilizing the Presbyterian Women District Coordinators and all available resources.
- b. encourage active participation of women of all cultures in Presbyterian Women.
- c. share with the Presbyterian Women in Central Florida Presbytery Coordinating team items and activities of interest and concern regarding cultural diversity and unity.
- d. shall inform Presbyterian Women in Congregations of resources available to them about peace, justice, and hunger.

Section 10. The **Interpreter for Global Mission Opportunities** shall:

- a. be familiar with and promote the mission program of the Presbyterian Church (U.S.A.) through all channels including the Presbyterian Women District Coordinators network using all available resources.
- b. promote Celebration Giving, Birthday Offering, Thank Offering, and other missions listed in the Standing Rules.

Section 11. The **Interpreter for Presbyterian Homes and Schools** shall:

- a. publicize the names, nature and needs of each home and school that is related to the Presbyterian Church (U.S.A.) within the bounds of the Synod of South Atlantic.
- b. chair the Presbyterian Women's Presbyterian Church (U.S.A.) Vocational Scholarship Fund Committee.
- c. promotes Columbia Friendship Circle.
- d. seek advice from the Chairperson of Central Florida Presbytery Committee on Preparation for Ministry, regarding qualified scholarship candidates

Section 12. The **Webmaster** shall maintain the Presbyterian Women in Central Florida Presbytery website: www.pwcfp.com by updating it periodically

- a. list of Coordinating Team officers.
- b. list of Moderators in the congregations.
- c. calendar of events.
- d. minutes of Presbytery and Synod Coordinating Team meetings.
- e. church directory of Central Florida Presbytery.
- f. Bylaws and Standing Rules of Presbyterian Women in Central Florida Presbytery.
- g. registration forms.
- h. financial forms.
- i. Honorary Life Membership applications.
- j. news items.
- k. other items as requested by Presbyterian Women in Central Florida Presbytery Coordinating Team.

Section 14. The **Parliamentarian** shall:

- a. monitor all Coordinating Team meetings and Annual Gatherings in accordance to ***Roberts Rules of Order (Newly Revised)***.
- b. chair the Presbyterian Women in Central Florida Presbytery Bylaws and Standing Rules committee.

ARTICLE X - FINANCE

Section 1. The fiscal year shall be January 1 to December 31.

Section 2. The Treasurer of the Coordinating Team shall prepare and send to Presbyterian Women Moderators in congregations the annual Pledge Form for Central Florida Presbytery, Synod of South Atlantic, and Church-wide.

Section 3. The program of Presbyterian Women in Central Florida Presbytery shall be financed through the pledges of Presbyterian Women in congregations for the operating expenses of Presbyterian Women in Central Florida Presbytery.

Section 4. A financial statement for the past year shall be received for information and a proposed budget for the coming year shall be presented to the Coordinating Team for review before presentation at the Annual Gathering.

Section 5. In order to qualify for reimbursement
PWCFP CT members and District Coordinators must file timely quarterly and annual reports and have no more than one excused absence. Mileage to all Coordinating Team meetings will be paid for the Coordinating Team. Mileage will not be paid for attending the Annual Gathering, the Fall Retreat, and the Bible Study Event

Section 6. Presbyterian Women in Central Florida Presbytery will promote local missions along with Columbia Friendship Circle, Mission Haven, Thornwell Home for Children, The Duvall Home, PATH (Presbyterians Answer to Hunger) and Church Women United (Fellowship of the Least Coin,) etc.

Section 7. The Treasurer of Presbyterian Women in Central Florida Presbytery shall be the contact person for and promote the Churchwide Celebration Giving.

Section 8. Any operating expenses, greater than \$200, will need to be approved by the Coordinating Team.

ARTICLE XI - GATHERINGS

Section 1. The Annual Gathering shall include election and installation of officers and approval of the budget. All members attending the Annual Gatherings are entitled to vote.

Section 2. The quorum for a Gathering of Presbyterian Women in Central Florida Presbytery shall be eight members of the Coordinating Team and representatives from one- third of the churches in the Presbytery with active Presbyterian Women groups.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The rules contained in ***Robert's Rules of Order (Newly Revised)*** govern Presbyterian Women in the Presbyterian Church (U.S.A.) In all cases to which they are applicable and

to which they are not inconsistent with the bylaws and the ***Constitution of the Presbyterian Church (U.S.A.)***. The body may choose to use a consensus method of decision making, when appropriate.

ARTICLE XIII - AMENDMENTS

These bylaws may be amended at any Annual Gathering by two thirds vote of those present and voting provided, notice of the proposed amendments have been submitted, in writing, to Presbyterian Women in Congregations at least thirty days prior to the Gathering. These bylaws may be suspended by two thirds vote of those present and voting, provided notice of such suspensions has been submitted in writing to the members thirty days prior to the Gathering at which it will be voted.

Adopted: January 25, 2003
Amended: January 31, 2004
Amended: January 28, 2006
Amended: January 29, 2011
Amended: May 7, 2015
Amended: January 25, 2020

STANDING RULES

Standing Rules relate to details of administration rather than to Parliamentary procedure. These rules may be amended or rescinded by the Presbyterian Women in Central Florida Presbytery Coordinating Team with a thirty-day notice and a majority vote of the Presbyterian Women in Central Florida Presbytery Coordinating Team present and entitled to vote.

1. The Bylaws and Standing Rules shall be distributed to Presbyterian Women in the Congregation and published on the Presbyterian Women in Central Florida Presbytery website: www.pwcfp.com
2. Central Florida Presbytery shall be divided into districts; each district shall have a Presbyterian Women District Coordinator.
3. Election of Presbyterian Women Officers and District Coordinators shall be in a two-year rotation cycle. The elected positions shall be from the Districts as designated for the year in which indicated.

ROTATION ELECTION SYSTEM FOR OFFICERS								
Year	Secretary	Search Coordinator	Peace & Justice	Home & Schools	Global Missions	Vice Moderator	Treasurer	Cultural Diversity
2018	Dist 1-2	Dist 3-4	Dist 5-6	Dist 7-8				
2019					Dist 1-2	Dist 3-4	Dist 5-6	Dist 7-8
2020	Dist 7-8	Dist 1-2	Dist 3-4	Dist 5-6				
2021					Dist 7-8	Dist 1-2	Dist 3-4	Dist 5-6
2022	Dist 5-6	Dist 7-8	Dist 1-2	Dist 3-4				
2023					Dist 7-8	Dist 1-2	Dist 3-4	Dist 5-6

ROTATION ELECTION SYSTEM FOR DISTRICT COORDINATORS		
Year	Districts	Districts
2019	1,3,5,7	
2020		2,4,6,8
2021	1,3,5,7	
2022		2,4,6,8
2023	1,3,5,7	

Moderator-Elect shall come from any District and serve during the final year of the Moderator's term and become Moderator the following year without further election.

The positions of Parliamentarian, Historian, and Website Coordinator shall be appointed by the Moderator and are non-voting members of the Coordinating Team.

4. Ordinarily, the Annual Gathering shall be held on the last Saturday of January
 - a. Notice of the Annual Gathering shall be sent to the Moderators of Presbyterian Women in Congregations at least thirty days prior to the Gathering and be published on the website.
 - b. The Coordinating Team shall designate, prior to the meeting, the purpose for which the Annual Gathering offering shall be used.
 - c. The Moderator shall appoint a committee of three persons to read and approve the Annual Gathering Minutes.

5. Finances
 - a. Mileage to all Coordinating Team meetings will be paid for the Coordinating Team. Mileage will not be paid for attending the Annual Gathering, the Fall Retreat, and the Bible Study Event.

 - b. If traveling to PWCFP CT Meetings is greater than 100 miles one way and no housing is offered by the local church women, the cost of a double occupancy hotel room shall be reimbursed by PWCFP for CT Members only with the approval of the Moderator. (Amended 5-7-2011)

 - c. All expenses shall be paid for the Presbyterian Women in Central Florida Presbytery Moderator, including mileage, to attend the Annual Gathering and Bible Study Event.

- d. Mileage shall be paid at the rate of 35 cents per mile. (amended 5-7-11)
 - e. All printing, postage, telephone and miscellaneous expenses of the CT, necessary to carry out responsibilities, shall be paid by Presbyterian Women in Central Florida Presbytery.
 - f. Gathering expenses, if not met by Churchwide or Synod of South Atlantic, shall be paid by the Presbyterian Women in Central Florida Presbytery for the Moderator.
 - g. Expense vouchers shall be submitted quarterly and will be reimbursed within thirty days.
 - h. The Treasurer and Moderator shall have the authority to sign checks.
 - i. Financial records shall be audited annually by a qualified auditor or a committee of at least three members approved by the Coordinating Team. The report shall be submitted to the Coordinating Team. The audit shall be completed within three months of the beginning of the fiscal year.
 - j. Seed money of \$600 is available to the Church who is hosting the Presbyterian Women in Central Florida Presbytery Annual Gathering, Bible Study Event or Fall Retreat. A registration fee shall be required of each attendee. Any new proceeds from these events will be forwarded to the treasurer of Presbyterian Women in Central Florida Presbytery along with a complete financial report of the event.
6. Presbyterian Women in Central Florida Presbytery will promote local missions along with Columbia Friendship Circle, Mission Haven, Thornwell Home for Children, The Duvall Home, PATH (Presbyterians Answer to Hunger) and Church Women United (Fellowship of the Least Coin,) etc...
7. The Treasurer of Presbyterian Women in Central Florida Presbytery shall be the contact person for and promote the Churchwide Celebration Giving.

Approved October 28, 1995:
Standing Rules 5-h added 1/31/1998
Finance Section rewritten 1/29/2000
ARTICLE 5 Finance item g. Amended and Approved: January 29, 2011
Standing Rules Section 5 items b. & d. Amended and Approved: May 7, 2011
ARTICLE 10 Finance, Section 5. Amended and Approved: May 7, 2015
Amended: January 25, 202

