

BYLAWS
PRESBYTERIAN WOMEN IN THE PRESBYTERY OF EAST
TENNESSEE

ARTICLE I - NAME

The name of this organization shall be PRESBYTERIAN WOMEN IN THE PRESBYTERY OF EAST TENNESSEE and shall be affiliated with the Presbyterian Church (USA). The organization may be referred to as either Presbyterian Women in the Presbytery or PWP.

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

Participation is open to all women (church members and friends) who choose to be a part of

Presbyterian Women in the Presbytery of East Tennessee. Elected Officers must be members of PC(USA).

ARTICLE IV – ORGANIZATION

Section 1 Three Area Clusters shall be established with two Cluster Leaders per cluster.

CLUSTER 1	CLUSTER 2	CLUSTER 3
Bethel, Kingston (no mail)	Bakers Creek, Maryville	Center, Tellico Plains
Cross Roads, Knoxville	Big Springs, Friendsville	Chattanooga Korean,
Rossville, GA		
Fairmont, Knoxville	Caledonia, Knoxville	First, Cleveland
First, Harriman	Clover Hill, Maryville	First, Etowah
First, Huntsville	Concord, Concord	First, Soddy Daisy
First, Knoxville	Eastminster, Knoxville	First, Sweetwater
First, LaFollette	Emmanuel United, Knoxville	First United, Athens
First, Oak Ridge	Erin, Knoxville	Fork Creek,
Sweetwater		

First, Rockwood Madisonville	Eusebia, Seymour	Madisonville,
First, Spring City	Fairfield Glade Community*	Mars Hill, Athens
Fountain City, Knoxville Daisy	Farragut, Farragut	Mowbray, Soddy
Fourth United, Knoxville Chattanooga	First, Lenoir City	New Hope,
Graystone, Knoxville Chattanooga	First, Sevierville	Northminster,
Lake Forest, Knoxville Chattanooga	Gatlinburg, Gatlinburg	Northside,
Lake Hills, Knoxville Chattanooga	Highland, Maryville	Renaissance,
Lancing, Lancing Chattanooga	Houston Memorial, Maryville	Rivermont,
New Covenant, Knoxville	Kirk Hills, Knoxville	Second, Chattanooga
New Hope, Knoxville	Korean, Knoxville	Trinity, Chattanooga
New Prospect, Knoxville Englewood	New Providence, Maryville	Wilson Station,
Powell, Powell	Pine Grove, Greenback	
Shannondale, Knoxville	Rocky Springs, Sevierville	
Spring Place, Knoxville	Second, Knoxville	
Wartburg, Wartburg	Sequoyah Hills, Knoxville	
Washington, Corryton	West Emory, Knoxville	
	Westminster, Knoxville	

*Affiliate church

Section 2 The Leaders of the Presbyterian Women in the Presbytery of East Tennessee (hereafter referred to as PWPET) are the link between the local women's organizations and the agencies of our church. They are responsible for planning, coordinating, administering and evaluating the work of the Presbyterian Women. To the best of their ability they are expected to carry out their duties so that the true and full mission of the church might be fulfilled.

Section 3 The PWPET shall be governed by the Coordinating Team which will have general supervision of the work of the PWPET. This Team shall

be composed of one woman for each position: Moderator; Vice-Moderator; Secretary; Historian; Treasurer; Leadership and Resources Coordinator; Together-in-Service Coordinator; Cluster Leader Coordinator; Member at Large for Peace and Justice; Member at Large for Racial Ethnic. There shall be six Cluster Leaders.

ARTICLE V - LEADER NOMINATION, ELECTION AND INSTALLATION

Section 1 Term of the Office shall be two (2) years unless special circumstances indicate an extended term.

Section 2 The PWPET Search Committee shall present a slate of nominees to the Coordinating Team before the Annual Gathering. Leaders shall be elected and installed at the Annual Gathering.

Section 3 Retiring Leaders shall surrender records and other pertinent material to their successors at the May meeting of PWPCT, or as soon, thereafter, as possible, no later than the August PWPCT meeting.

Section 4 Vacancies on the Coordinating Team shall be filled through appointment by the Moderator upon advice of the Search Committee, except the Office of Moderator which shall be filled upon advice of the Search Committee and approval of the Coordinating Team.

ARTICLE VI – LEADER JOB DESCRIPTIONS

Section 1 MODERATOR

1. Guide the PWPET CT in planning, implementing and evaluating all phases of its work.
2. Preside at PWPET Coordinating Team Meetings and call and preside at other meetings as deemed necessary.
3. Appoint committees and assign job responsibilities and special duties, as needed.
4. Fill Coordinating Team office vacancies by appointment upon advice of the Search Committee.
5. Have oversight and general supervision of the committees and Cluster Leaders. The oversight of Cluster Leaders transfers to the Cluster Leader Coordinator if such a position is filled.
6. Attend appropriate Presbytery Mission Team meetings, participating and keeping the team informed of Presbyterian Women's activities and concerns, or send designee.
7. Represent the PWPET or designate an alternate at meetings, training events, or other events sponsored by Presbytery, Synod, Churchwide Presbyterian Women, General Assembly, and other

groups to which Presbyterian Women may be responsible or with which they may be affiliated.

8. Prepare a yearly report to present to the PWPET membership at the Annual Gathering and to the Presbytery as requested.
9. Assist the Secretary to keep and compile records to pass on to the incoming Moderator for the sake of continuity.
10. Be a member of the Finance Committee
11. Moderator shall chair the Annual Gathering Committee.

Section 2 VICE-MODERATOR /COORDINATOR OF SPIRITUAL GROWTH

1. Shall become familiar with the responsibilities of the Moderator and serve in her absence or as requested.
2. Shall prepare to serve as Moderator during the following term.
3. Be a member of the PWPET Coordinating Team.
4. Serve on the Finance Committee.
5. Work with Officers, Coordinators and Cluster Leaders in presenting training and other programs.
6. Work with Moderator on By-Law changes.
7. Keep a current file of resources available in the area of Spiritual Growth such as personal devotional materials to strengthen family life, and other resources.
8. Be responsible for coordinating devotional at Coordinating Team meetings and other meetings as requested by the presiding officers.
9. Be alert to opportunities in the area of spiritual growth that should be publicized among women of the PWPET.
10. Help with coordinating the Fall Spiritual Retreats and the Annual Gathering.
11. Arrange with churches for meetings/gatherings for the upcoming year.

Section 3 SECRETARY

1. Keep accurate, permanent records of all the Presbyterian Women, PWPET, Coordinating Team, Called, or Special meetings.
2. Send roster of new Officers and Directory each year to Executive of Women's Ministry of the Synod, PW Synod Moderator and Synod Cluster Leader Coordinator and Churchwide PW.
3. Maintain a current, comprehensive list of PWPET leaders, standing committees, special committees, local Moderators and/or contacts.
4. Be a member of the PWPET Coordinating Team

5. Send notices prior to the meetings of the Coordinating Team, the Annual Gatherings, and other group meetings, as directed.
6. Carry on correspondence as directed by the Moderator.
7. Send copies of Minutes to Coordinating Team members and others as directed by Moderator and/or Coordinating Team within two weeks following the meeting.

Section 4 HISTORIAN

1. Contact Church Historians or other knowledgeable persons for local church histories, with instructions for their return.
2. Maintain a permanent record of PWPET churches at the Historical Foundation at Columbia Theological Seminary.
3. Maintain copies of the Minutes of the Coordinating Team of PWPET.
4. Be responsible for a Memorial Service or report at the Annual Meeting, if asked.
5. Serve as a member of the PWPET Coordinating Team.
6. Send Report to Synod contact person by March 1.

Section 5 TREASURER

1. Keep accurate, up-to-date records of all monies received and disbursed.
2. Disburse funds as directed by the Coordinating Team and according to procedures already established.
3. Train local Treasurers as to their responsibilities and proper procedures for handling Annual Mission Pledge forms and monies received.
4. Send written acknowledgment to local treasurers of monies recorded or other information as requested.
5. Prepare annual reports and make arrangements for audit of the books.
6. Prepare a financial report for each Coordinating Team meeting.
7. Prepare a yearly budget approved by the Coordinating Team.
8. Serve as a member of the PWPET Coordinating Team.
9. Chair the Finance Committee. 10. Serve on committee for Annual Gathering.

Section 6 TREASURER ELECT - Shall be elected at the Annual Gathering and serve with the current Treasurer until January 1 of the upcoming year.

1. Work with the Treasurer to become knowledgeable of the position.

2. Be available to work with the Treasurer as financial statements are prepared prior to CT meetings and Gatherings.
3. Before term expires, take care of any bank changes, signature changes, etc. with the Treasurer.
4. On January 1, after being elected and installed, assume office and take possession of all the records of the Treasurer.

Section 7 CLUSTER LEADERS

1. Have general responsibility for Presbyterian Women's work in local churches in her Cluster, familiarizing herself with their needs, problems and accomplishments.
2. Keep records of pertinent facts about her Cluster churches, i.e. location, officers, size of membership, circles, meeting dates, special projects or events.
3. Visit churches as often as possible, working with local church Moderator through personal contact.
4. Hold Cluster meetings, workshops, and other events in cooperation with PWPET Officers and local Moderators.
5. Preside at Cluster meetings.
6. Serve on the PWPET Coordinating Team, providing a connection link to the Coordinating Team and the PW in her Cluster.
7. Work closely with the PWPET Cluster Leader Coordinator or Moderator, whose job includes the oversight of the Cluster Leaders.
8. Serve as a member of the Search Committee.

Section 8 CLUSTER LEADER COORDINATOR

1. Have oversight and general supervision of the Cluster Leaders.
2. Assist Cluster Leaders with their promotion of Presbyterian Women in the Congregation.
3. Attend Cluster meetings, workshops and other events, becoming familiar with PWPET needs, problems, and accomplishments.
4. Be a member of the PWPET Coordinating Team.
5. Serve as a member of the Search Committee.

Section 9 TOGETHER-IN-SERVICE COORDINATOR

1. Carry the major responsibility of helping Presbyterian Women understand and support the church's worldwide movement in Missions.
2. Promote stewardship through Presbyterian Women's Giving including pledges, Birthday Offering, Thank Offering, Honorary

Life Membership, special Leader Development funds, Fellowship of the Least Coin and denominational programs, such as Peacemaking and Hunger.

3. Encourage Mission Study, including Least Coin Devotional, Mission Yearbook for Prayer and Study and similar material.
4. Stress ongoing and current concerns such as hunger, the handicapped, peace, and publicize General Assembly concerns and objectives
5. Make available to the PWPET Moderator and local women information concerning program opportunities using missionaries, fraternal workers, and international students accessible in the area.
6. Serve as a member of the PWPET Coordinating Team, giving and getting information and inspiration pertinent to the job. Be the contact person for Synod Mission and Churchwide Mission committees.
7. Work with Coordinators, Cluster Leaders, and the Vice-Moderator in presenting training and other programs.
8. Become informed about work being done in the PET churches, other denominations and secular organizations in various areas of service, and encourage Presbyterian Women to become involved.
9. Interpret the work of the Church Women United and encourage involvement.

Section 10 LEADERSHIP AND RESOURCES COORDINATOR

1. Keep a current file of resources available: Bible studies, books, periodicals, audio-visual aids, resource persons. Publicize and promote their use.
2. Order materials as needed or requested and distribute appropriately and effectively.
3. In cooperation with other Coordinators and Cluster Leaders, plan and develop training of Officers and Leaders for all Presbyterian Women: Congregations, Clusters and Presbytery.
4. Promote, attend and interpret training opportunities offered in the Presbytery, Synod, General Assembly, and other groups affiliated with Presbyterian Women.
5. Serve on the PWPET Coordinating Team, being a two-way channel of information.

6. Interpret the cause of Christian higher education.
7. Chair the Annual Seminary Scholarship Award Committee.
8. Serve on the Search Committee.

Section 11 MEMBERS-AT-LARGE

May be elected or appointed as PWPET sees necessary.

MEMBER-AT-LARGE FOR JUSTICE AND PEACE

1. Relate issues of hunger, peacemaking, justice, family and children to the PWP and CT.
2. Build awareness by informing PW in the Presbytery what is peacemaking and what is justice.

MEMBER-AT-LARGE FOR RACIAL ETHNIC

1. Encourage the involvement of racial ethnic women in PW at all levels.
2. Build the awareness of PWPET by using Churchwide PW resources.

ARTICLE VII – COMMITTEES

Section 1 SEARCH COMMITTEE

1. Be comprised of the Leadership and Resources Coordinator, Cluster Leader Coordinator, and all Cluster Leaders.
2. Become familiar with the requirements of the various offices to be filled.
3. Be constantly aware of current and future leadership needs.
4. Maintain a current file of prospective candidates for Office, being alert for outstanding ability and special talents among PWPET membership.
5. Provide a job description to each prospective leader.
6. Prepare a slate of Officers to be presented to the Coordinating Team before the annual Gathering.
7. After the Annual Meeting, mail list of all officers (with addresses) to the Synod Cluster Leader, Church-Wide Presbyterian Women, and Synod Moderator.

Section 2 FINANCE COMMITTEE

1. Be comprised of the Treasurer, Moderator, and Vice-Moderator.
2. Be responsible for conducting the financial business of the PWPET. Be sure the Mission Pledge forms are distributed in a timely manner.

3. Set up efficient procedures for receiving, recording and disbursing monies from all sources and inform local Treasurers and others of these procedures.
4. Establish a bookkeeping system whereby current, accurate information may be readily available as needed.
5. Provide a financial statement immediately after the end of the fiscal year and arrange for an audit of the books.
6. Prior to preparing the budget, obtain from the Officers, Coordinators and Cluster Leaders estimates of their anticipated expenditures for the coming year.
7. Submit financial reports to Presbytery and other governing bodies if requested.

Section 3 The Annual Gathering Committee shall be made up of Moderator, Vice-Moderator, and Treasurer of the PWPET Coordinating Team and members from the host church.

Section 4 The Fall Spiritual Retreat Committee shall be coordinated by PWP Vice-Moderator and includes all PWPET CT members.

Section 5 The By-Laws Committee shall be appointed by the Moderator as needed.

Section 6 Special Committees shall be appointed as needed by the Moderator, with PWPET Coordinating Team consent. The Moderator and Vice Moderator may attend all committee meetings.

ARTICLE VIII – MEETINGS

Section 1 The PWPET membership shall meet annually for business, fellowship, information and inspiration. Place and time of the meeting to be determined by the Coordinating Team. Other meetings may be called by the Moderator after consultation with the Coordinating Team.

Section 2 The Coordinating Team will meet four (4) times each year to conduct PWPET business and to train new Officers. Dates and places of meetings will be decided by the Coordinating Team members. Other meetings may be called by the Moderator and/or Coordinating Team.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended by a two-thirds vote of members, in accordance with Article III, at the Annual Gathering of PWPET, provided a notice of the proposed amendments or change(s) has been

submitted in writing to Presbyterian Women in the Presbytery of East Tennessee at least thirty (30) days prior to the Annual Gathering. Without prior notice, these By-Laws may be amended by a three-fourths vote of those present and voting.

ARTICLE X – QUORUM

A quorum for a Gathering of Presbyterian Women in the Presbytery of East Tennessee shall be members present.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, (latest edition) shall govern PWPET in all cases to which they are applicable and to which they are consistent with these Bylaws and the Constitution of the Presbyterian Church (USA).

STANDING RULES OF PWP

1. In case of illness requiring hospitalization, flowers shall be sent to a member of the Coordinating Team.
2. Honoraria: Speakers who are not members of PWP of East Tennessee shall be paid up to \$150 plus travel expense, meals and lodging. Speakers who are members of PWP of East Tennessee shall receive meals and lodging only; i.e., Fall Spiritual Retreat.
3. The NEWSLETTER EDITOR shall:
 - a. be elected on an annual basis;
 - b. be a voting member of the PWP CT.
4. Mileage shall be paid to conform with Presbytery as finances permit. Mileage covers: CT or committee meetings, visits to PW in Congregations. Request for mileage reimbursement must be on a PWP Expense Voucher.
5. Standing Rules can be revised by a two-thirds vote at any PWP CT meeting. Standing Rules shall be printed following the Bylaws and in the PWP annual directory.
6. Sale of fund raising items by local PWC will not be permitted at PWP Gatherings; e.g. PWP Annual Gathering, Leadership Training Events, Spiritual Retreats, etc.
7. In the event of a death (spouse of, child of, parent of, or CT member herself) a memorial in the amount of \$25.00 will be sent as directed by the CT member or family.

8. For Gatherings, seed money will be sent to the hosting church. Any overage money from the seed money shall be kept by the hosting church. Registration will be done by the hosting church treasurer.

Amended April 22, 2017