

Presbyterian Women Aotearoa New Zealand

Rules / Terms of Reference

NAME

The name of the organisation is **Presbyterian Women Aotearoa New Zealand** hereinafter called **Presbyterian Women (PWANZ)**.

STATUS

Presbyterian Women is an autonomous body within the Presbyterian Church of Aotearoa New Zealand (PCANZ). ~~The Presbyterian Church of Aotearoa New Zealand, and its constituent parts, is a registered charity under the New Zealand Charities Act 2005, registration number CC 33597.~~

AIM

“To unite in prayer, study, fellowship and service.
To make a Christian witness in home, church and community.
To support the work of partner churches in worldwide mission and evangelism.”

MISSION STATEMENT

“Serving God locally and globally with love.”
The Mission Statement is to be used on **PWANZ** letterhead, on the Gleanings and any where appropriate.

TRUST FUNDS

Presbyterian Women Aotearoa New Zealand is the recognised successor to the Association of Presbyterian Women (APW), the Presbyterian Women’s Missionary Union (PWMU), the Auxiliary to the Presbyterian Women’s Missionary Union and the Presbyterian Women’s fellowship (PWF). The aim of **Presbyterian Women** includes the aims of the above organisations and in pursuing them **Presbyterian Women** will be continuing the aims of its predecessors.

PARISH LEVEL RESPONSIBILITIES

1. Membership

Open to women of the church including those from Uniting and Co-operating Parishes who accept the responsibility of the Aim of **Presbyterian Women**.

2. Personnel

The Parish Branch is free to choose its working structure is as appropriate.

3. Parish Liaison Person:

- a. To ensure the reliable and effective two-way flow of information.
- b. To assist in the organisation of one-day regional events.
- c. To be accountable to the women of the Parish and to the Regional Coordinator.
- d. To be appointed by the women of the Parish annually.

4. Meetings

- a. The Parish Branch is free to choose when and where its meetings shall be held.
- b. Where a Parish has more than 1 group a Linking Committee may be formed if desired.
- c. An Annual Meeting shall be held as soon as practical after the end of the financial year.
- d. The Statistical Forms must be forwarded to the Presbyterial Secretary/Regional Coordinator by 15 September. For areas where there is no Presbyterial, these forms must be forwarded to National by 30 September.

5. Voting

Matters should be resolved by consensus. (i.e. discussion leading to an acceptable outcome), or by voting.

6. Fees and Finance

The Parish Branch shall pay the following monies annually to the Treasurer of the Presbyterial/Region or directly to the National Treasurer by 15 September.

- a. Fees set by the National Business Meeting. Groups and Uniting Congregations shall divide the total fees paid between the parent bodies.
- b. Turakina Bursary Fund – an amount set by the National Business Meeting.
- c. Emergency Aid Fund and amount set by the National Business Meeting. Branches are encouraged to make additional voluntary contributions to the Emergency Aid Fund.

7. Keeping of Records:

Minutes and other records shall be maintained as are appropriate to the circumstances.

8. Closure of Parish Group:

- a. Intentions to be discussed with Presbyterial Executive/Regional Coordinator.
- b. *If the group wishes to go into recess, it must: close it's bank accounts and distribute the residual funds either to local interest groups to be used for **exclusively charitable purposes** or forward these funds to the NCG, stating the purpose(s) for which the funds may be used.*
- c. Minutes and records to be archived.

9. Individual Membership

- a. When a Parish goes into recess, members may continue their **PWANZ** involvement by becoming Individual Members.
- b. Their affiliation fees are to be paid to their district Presbyterial, and if no Presbyterial direct to National Coordinating Group.
- c. Presbyterian women who are not attached to a Parish or a Presbyterial may apply to National Coordinating Group for Individual Membership by forwarding their affiliation direct to NCG.
- d. Voting rights shall be one vote per congregation. Member must be financial.
- e. 'Gleanings' will be distributed electronically to those members who are not attached to a Presbyterial. Please include your email address with your affiliation fees. If this facility is not available 'Gleanings' which is produced bimonthly, will be posted and a donation towards this cost should be included with your affiliation fee.
- f. Annual Reports are available at \$5 per copy. Orders for the current year should be received no later than 30 November, which is the deadline for the payment of the current year's affiliation fees.
- g. If a receipt is required please include a stamped addressed envelope.

PRESBYTERIAL/REGIONAL LEVEL RESPONSIBILITIES

10. Membership

Open to women of the church including those from Uniting and Co-operating Parishes who accept the responsibility of the Aim of **Presbyterian Women**.

11. Personnel

The Presbyterial/Region is free to choose its working structure is as appropriate, including the appointment of any officers, over and above the 2 coordinators described in clause 11.

12. Regional Coordinator(s) Presbyterial Secretaries

- a. Replace Presbyterial Committee if desired.
- b. If possible 2 Coordinators for each Presbyterial/Region.
- c. Regional Coordinator(s) responsible for oversight of regional gatherings.

- d. Responsible for liaison between Parish Liaison Persons and National Coordinating Group through the Communications Coordinator.
- e. Where there is no Presbyterian committee the Regional coordinator(s) is(are) also responsible for ensuring a summary of regional activities is forwarded to the National Coordinating Group for publication in the annual report by 30 September.
- f. Are appointed by the members annually at the AGM.

13. Meetings

- a. Presbyterian/Regional gatherings to be held at the discretion of the Regional Coordinator(s) or Presbyterian/Regional committee or volunteer host parish.
- b. A minimum of 2 Regional gatherings to be held (1 to be the AGM).
- c. The Annual Meeting should be held as soon as practical after the end of the financial year.
- d. The Presbyterian/Region should not meet while the National Business meeting is in progress.

14. Conferences

- a. Presbyterials/Regions may organise a mini conference including more than 1 Presbyterian/Region and should inform the National Coordinating Group they are doing so.
- b. The National Coordinating Group may also request a Presbyterian/Region to organise a regional or national conference/business meeting.

15. Voting Rights

- a. On matters of the business of the organisation each Parish Branch of the Presbyterian/Region may have up to 4 voting representatives.
- b. On matters of Regional business all members present at a meeting may vote.

16. Fees and Finances

- a. The expenses of the Presbyterials/Region shall be met by fees from the Parish Branches within its bounds, either by withholding one-third of the total amount collected or by requesting funds from the National Treasurer when Parish Branches have paid fees directly to National Treasurer by 15th September.
- b. The Financial Year shall officially be the 30 June – this may vary for some Presbyterials.
- c. Bursary Fund. The contributions received from the Branches for Turakina Bursary Fund shall be paid to than National Treasurer by 15 September.
- d. Emergency Aid Fund. The contributions received from the Parish Branches shall be paid to the National Treasurer by 15 September.
- e. Mission Birthday, Stamps and Special Projects shall be paid to the National Treasurer by 15 September.

17. Keeping of Records:

Minutes and other records shall be maintained as appropriate to the circumstances.

18. Closure of Presbyterian/Region

The numbering of these clauses a-g is new. The 2010 Constitution has bullet points.

- a. Should a Region/Presbyterial decide that it can no longer function as part of **Presbyterian Women Aotearoa New Zealand** it should discuss its intentions with the National Coordinating Group giving reasons for the closure.
- b. A visit or telephone contact with a member of the National Coordinating Group to be arranged so that pastoral aspects of the situation can be addressed.
- c. *If the Presbyterian/Region wishes to go into recess, it must: close it's bank accounts and distribute the residual funds either to local interest groups to be used for **exclusively charitable purposes** or forward these funds to the NCG, stating the purpose(s) for which the funds may be used.*

- d. A final service recognising the work of the group or Presbyterial should be held. The National Coordinating Group should be informed of the date for such a service and where possible a member
- e. of that group or her proxy will attend. A copy of the service should be sent to the Communications Convenor.
- f. A copy of the final statement of accounts should be sent to the National Treasurer.
- g. All minutes and other records should be kept in the archive repository designated by the Presbytery or District Council archives or sent to the Presbyterian archives at Knox College Dunedin.

NATIONAL LEVEL RESPONSIBILITIES

19. Personnel

- a. The Moderator of the General Assembly is a honorary re (ex officio) member.
- b. The National Coordinating Group shall consist of the following:
The numbering of these clauses i-vi is new. The 2010 Constitution has 6 bullet points.
 - i. National Convenor, Deputy Convenor, Secretary, Treasurer (These persons shall also form the Policy and Administration Group).
 - ii. Communication Convenor.
 - iii. Resource Convenor.
 - iv. Mission Convenor.
 - v. United Nations Convenor.
 - vi. Pacific Island Representative.
- c. National Convenors may set up a committee to work with them either locally or nationally and/or use corresponding members as required. A budget for meetings of such Committees will be set annually and approved by the National Coordinating Group.
- d. To preserve the continuity of the APW memory, all members of the National Coordinating Group should not complete their term of office at the same time.
- e. Membership of the National Coordinating Group to be no more than 4 years at any 1 term.
- f. Nominations to the National Coordinating Group can be received from Parishes, Presbyterials/Regions. All members of the National Coordinating Group to be actively involved in the local Parish. Voting an office holder under clause 19b should take place at a National Business Meeting or by a postal ballot arranged by the National Coordinating Group.
- g. The new National Coordinating Group members shall take office immediately upon the formal conclusion of the National Business Meeting, or within one month following a postal vote.
- h. All documents held by previous National Coordinators to be handed over at this time.
- i. If required the National Coordinating Group members may appoint an alternate to act in their absence whose voting rights will be at the unanimous discretion of the National Coordinating Group.

20. Voting Rights

The numbering of these clauses a-c is new. The 2010 Constitution has 2 paragraphs.

- a. The National Coordinating Group may consult with Officers of the PCANZ if necessary.
- b. All members of the National Coordinating Group are entitled to vote on matters of policy.
- c. For ordinary business is a quorum.

21. Meetings and Reports

- a. The National Coordinating Group to communicate through email and teleconferencing and meet together at least twice per year; such meetings shall be called and convened by the National Convenor.

- b. The Policy and Administration group to meet as required for ordinary business. National Convenors to provide reports to the meetings.
- c. Annual Reports and Audited Accounts shall be published annually in February. Summary Report from each Presbyterial/Region to be included.
- d. A National Business Meeting shall be held biennially. Suggested timing to be arranged at the previous National Business Meeting.
- e. An Organisation Report including recommendations and future plans to be sent to the Assembly Executive Secretary for inclusion in the White Book.
- f. At the request of the National Coordinating Group regional representatives may meet between National Business meetings for urgent business. Representatives have power to move on urgent matters not constitutional changes.

22. Fees and Finances

- a. Affiliation fees may only be set by the arrangement of the National Business Meeting.
- b. The National Coordinating Group shall receive annually either two-thirds of the total fees from each Region/Presbyterial or the total fees received with a rebate of one-third available to that Region/Presbyterial for administration and Group use.
- c. Travelling and accommodation expenses shall be paid for the National Convenor or her alternate when she officially represents **Presbyterian Women** within or beyond New Zealand.
- d. Travel expenses of all members of the National Coordinating Group to meetings shall be paid from national funds.
- e. An amount to be determined by the National Business Meeting shall be allocated annually for expenses of the National Coordinating Group as per the budget presented by the National Coordinating Group.
- f. Before being presented to an Annual Meeting all financial statements must be examined and passed by a qualified Auditor/Accountant.
- g. The Financial Year shall end on 30 June.
- h. Surplus funds from Conferences shall be paid to the National Coordinating Group to fund the organisation of future National Conferences.
- i. Regions/Presbyterials may request half of such surplus to remain in the region.
- j. Turakina Maori Girls College Bursary: This to be paid annually to the College in October and shall be known as the **Presbyterian Women** Bursary. The recipient(s) to be chosen by the college.
- k. Emergency Aid Fund: The contributions received shall be held in trust by the National Coordinating Group who shall administer this Fund for the purposes of emergency aid.
- l. *Any income, benefit, or advantage gained by the organisation must be used to advance the charitable purposes of the organisation.*
- m. *No member, officer or associated person, is permitted to take part in, or influence any decision of the organisation in respect of payments to, or on behalf of, the member, officer or associated person of any income, benefit, or advantage.*
- n. *Any payments made to a member, officer or associated person must be for goods or services which advance the charitable purposes of the organisation and must be reasonable and relative to payments that would be made between unrelated parties.*

23. Keeping of Records

- a. Minutes and other records of the National Coordinating Group must be kept.
- b. Outdated minutes and records to be sent to Presbyterian Archives at Knox College Dunedin.

NATIONAL BUSINESS MEETING

24. The Voting members shall be as follows:

- a. The Officers of the National Coordinating Group.
- b. One member appointed by each parish branch of **Presbyterian Women** or an alternative appointed from another parish branch.
- c. Those attending the National Business Meeting who hold individual membership in **Presbyterian Women**, but not more than one per Presbyterian/Uniting Congregation.
- d. The Regional Coordinator/Presbyterial Secretary shall forward a list of voting representatives and the Parish Branches they represent not later than 14 days before the National Business Meeting to the National Coordinating Group.
- e. The National Coordinating Group shall set the rules for voting at National Business Meetings.
- f. Remits and amendments to the Constitution from Parish Groups, individuals, Regional Committees, or Regional Coordinators be forwarded to the National Coordinating Group a minimum of 4 months prior to the National Business Meeting.
- g. All business including amendments to the Constitution presented at the National Business Meeting should be passed by consensus, i.e. discussion leading to an acceptable outcome, or by voting. A two-thirds majority will be required if a secret ballot is requested.
- h. The National Business Meeting shall appoint 2 Procedural Advisors and 2 Scrutineers.
- i. Observers are welcome at the discretion of the National Business Meeting.
- j. The National Business Meeting to elect new members to the National Coordinating Group who are either nominated to the meeting, or confirm those elected by postal vote.
- k. The National Business Meeting shall confirm those nominated by the National Coordinating Group to represent the organisation on other bodies.

MID-TERM BUSINESS MEETING

25.

- a. At the request of the National Coordinating Group and after discussion with Presbyterial Presidents and Regional Coordinators, nominated representatives of each region may meet between National Business Meetings for urgent business.
- b. Enough time for discussion by Regions/Presbyterials and Parish Groups should be allowed for recommendations to be brought to such a mid-term National Business Meeting. Representatives have power to move on urgent matters but not constitutional changes.

26. Conference Fees

- a. Fees for National Business Meeting should be set by the National Coordinating Group in consultation with the Local Organising Committee.
- b. Fees for Presbyterial/Regional Days be set by the Presbyterial/Regional organising committee.
- c. Travelling and accommodation expenses for Presbyterials/Regional Days shall be paid for the National Convenor or her deputy plus one other member of the National Coordinating Group from National Funds.
- d. Travelling and accommodation expenses for National Business Meetings and National Conferences shall be paid from National Funds for all current National Coordinating Group members and for incoming National Coordinating Group members and for a Chaplain if required.

WINDING UP

27.

Should **Presbyterian Women Aotearoa New Zealand** be wound up, all properties and funds held by or on behalf of the organisation will be transferred to the Presbyterian Church of Aotearoa New Zealand to be held in trust for future women's organisations of the church.

APPENDIX NATIONAL COORDINATING GROUP GUIDELINES

The National Coordinating Group is made up of members from around the country. Maori and Pacific women should actively be encouraged to be involved in the National Coordinating Group.

Expressions of interest from Regions/Presbyterials or Parish Branches to fill advertised vacant positions on the National Coordinating Group should be in the hands of the National Coordinating Group no later than 5 months before the National Business Meeting.

Should a postal vote be required names (with CV) will be circulated by the National Coordinating Group giving time for all members to vote. The results will be circulated in the new NCG members will assume responsibility one month after the postal vote.

1. Policy and Administration Group responsibilities:

- a. Handle the National Business of **Presbyterian Women**.
- b. Receive regular reports from all Convenors.
- c. Arrange overseas visits and visitors.
- d. National Conferences/Business Meetings.
- e. Planning/visioning/training.
- f. Liaise with MWF.
- g. Publications of **Presbyterian Women**.
- h. Finance.
- i. Report to General Assembly on the work of the Organisation.
- j. Appoint Gleanings Editor.

2. Communications responsibilities:

- a. Oversee and scrutinise **Presbyterian Women** publications and website.
- b. Facilitate the flow of material to and from Regional Coordinators/Parish Liaison People.
- c. Forward information from all National Convenors to Regional Coordinators.
- d. Ensure a mission focus in 1 Gleanings.

3. Resource Convenor's responsibilities:

- a. Liaise with Churches Organisations, e.g. Youth/Casi/Spiritual Growth.
- b. Prepare resources on current issues, bible studies, devotional material.
- c. Oversee the development of women's history.
- d. Invite contributions from writers on a national basis.

4. United Nations responsibilities:

- a. Inform and educate members of the United Nations consultative status.
- b. Research relevant issues in New Zealand/Asia/Pacific to provide supporting information to the United Nation's representative.
- c. Distribute information to parishes through the Communications Convenor.

5. Mission responsibilities:

- a. Project with MWF.
- b. Liaise with Global Mission.
- c. Supply news to Communications Group.
- d. Liaise with Christian World Service, Council of World Mission and PCANZ ecumenical Officer.