

# CHURCH WOMEN UNITED IN THE MERCED AREA: BYLAWS amended 3-2012

## ARTICLE I – NAME

The name of this organization shall be CHURCH WOMEN UNITED IN THE MERCED AREA herein after referred to as CWU-Merced Area.

## ARTICLE II – PURPOSE, NATURE, PARTICIPATION, FUNCTIONS

- A. The **Purpose** of CWU-Merced Area is to encourage Christian women to come together in a visible community to witness to their faith in Jesus Christ and enabled by the Holy Spirit, to go out together into every neighborhood and nation as instruments of reconciling love.
- B. The **Nature** of CWU-Merced Area is related to the national movement of Church Women United, INC. through which Protestant, Orthodox, Roman Catholic and other Christian women may express the ecumenical dimension of their faith and mission.
- C. The **Participation** of CWU-Merced Area is open to all Christian women who wish to manifest their unity by building a covenantal community through worship, study, cooperative action and celebration. Other women may participate provided they understand the purpose of the movement and wish to cooperate in advancing its program.
- D. The **Functions** of CWU-Merced Area shall seek to fulfill the purpose of the movement by:
- Strengthening the ecumenical movement and mission of the church;
  - Being an organized channel through which Christian women may set common goals, as well as to speak and act together on common concerns;
  - Enabling women to make more nearly complete their full contribution to society, to develop a lifestyle appropriate to their faith, and to venture in new forms of witness and action;
  - Developing relationships with other religious and secular organizations to work on problems or issues which are of concern to Church Women United and which achieve CWU goals;
  - Identifying with Christian women in every part of the world in mutual concern and responsibility for all peoples;
  - Celebrating together the reality and relevance of our faith on World Community Day, World Day of Prayer and May Friendship Day, and other days that may be decided upon;
  - Interpreting the goals and policy of the national movement and developing ways to work them out locally.

## ARTICLE III – OFFICERS

- A. The officers shall be a President, President-Elect, Secretary, and Treasurer. Upon the recommendation of the Nominating Committee the officers shall be elected and installed at the Annual Meeting for a two-year term. (To implement the change to two-year terms, the President and-President Elect terms shall begin in odd numbered years, the Secretary and Treasurer shall begin in even numbered years.) *Note: Also see Article III – C.*
- B. Duties of the officers shall be those usually performed by such officers. These include:
1. The **President** shall be responsible for:
    - Carrying forward the purposes and goals of CWU-Merced;
    - Preparing the agenda for the Executive Committee meetings and the Annual Meeting;
    - Presiding at meetings of the Executive Committee and the Annual Meeting;

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- Coordinating the work of the chairpersons between meetings;
  - Serving as liaison between the local unit and the movement on the state and national level and referring information received to the appropriate officers or committees;
  - Representing CWU-Merced Area in other organizations where such representation is appropriate;
  - Assuring the appropriate cooperation between CWU-Merced Area and other ecumenical agencies;
  - Appointing the Historian, the Celebrations Coordinator, Newsletter Editor, and other chairpersons necessary to implement the program of the organization;
  - Reporting the names of officers and chairpersons to state and national officers.
2. The **President-Elect** shall be responsible for:
    - Acting in the absence of the President;
    - Preparing and distributing a yearbook and meeting notices;
    - Serving on the Public Relations Committee, not serving as chairperson.
  3. The **Secretary** shall be responsible for:
    - Recording minutes of the Executive Committee and the Annual Meeting, and ensure timely distribution of all minutes via email or US Mail;
    - Answering correspondence as directed by the Executive Committee;
    - Finding a substitute to record minutes in their absence.
  4. The **Treasurer** shall be responsible for:
    - Carrying out the fiscal operations, under the procedures set up by the Executive Committee;
    - Making regular financial reports to the Executive Committee and the Annual Meeting as required;
    - Submitting records for annual review;
    - Implementing the fiscal year from January 1 to December 31;
    - Submitting an annual financial report to the CWU INC office within thirty (30) days following the end of the fiscal year.
- C. Term of office shall be two years, with two consecutive terms being the maximum service. The term shall begin the following January 1, after being elected and installed at the Annual Meeting.

### ARTICLE IV – EXECUTIVE COMMITTEE

- A. The Executive Committee shall be composed of the officers, the chairpersons of the Nominating Committee, Public Relations Committee, the Celebrations Chairperson, the Newsletter Editor, the Historian, and the appointed chairpersons having continuing responsibility, and the president and/or representative of the women's organization of each participating church.
  1. The **Ecumenical Celebrations Chairperson** shall be an appointed position and be responsible for:
    - Coordinating the plans for the celebrations of World Day of Prayer, May Friendship Day and World Community Day;
    - Acting as liaison with the Executive Committee and women's organizations in local churches.
  2. The **Newsletter Editor** shall be an appointed position and be responsible for:
    - Coordinating with the officers and the Executive Committee to obtain and disperse the necessary information to achieve the purpose and goals of CWU-Merced Area;

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- Presenting overall plans for newsletters and any matters affecting the budget and policy of CWU-Merced Area.
  - 3. The **Historian** shall be an appointed position and be responsible for:
    - Gathering and providing for the placement of historical records and documents of the CWU-Merced Area unit previously collected;
    - Collecting and organizing the current documents and materials to provide an ongoing historical record of CWU-Merced Area;
    - Taking photos at meetings and events to provide historical documentation;
    - Sharing the historical records at Celebrations as appropriate.
  - 4. The **Parliamentarian** shall be an appointed position.
- B. The Executive Committee shall be responsible for:
- Recommending a budget for review and adoption at the Annual meeting;
  - Developing annual program objectives;
  - Evaluating projects and programs upon completion;
  - Interpreting state and national goals and programs and assuring their financial support;
  - Filling vacancies in the Executive Committee on recommendation of the Nominating Committee;
  - Planning and implementing the Annual Meeting.

### ARTICLE V – COMMITTEES

There shall be the following committees:

- A. A **Nominating Committee** composed of three (3) members, one member to be elected at each Annual Meeting, to serve a three (3)-year term. The member with seniority shall serve as Chairperson as a member of the Executive Committee.

The Nominating Committee shall be responsible for:

- Recruiting leaders and securing their consent to be nominated at the Annual Meeting to serve as officers and other members of the Executive Committee and Nominating Committee.
- Presenting nominations for the officers and for the member of the Nominating Committee for the subsequent term, to the membership at the Annual Meeting;
- Making recommendations to the Executive Committee when vacancies occur.

- B. A **Public Relations Committee** composed of four (4) or more members, including the Communications Chairperson, Ecumenical Celebrations Chairperson, the Newsletter Editor and the President-Elect.

The Public Relations Committee shall be responsible for:

- Informing the community of the activities and concerns of CWU-Merced Area;
- Publicity and recording the attendance at each meeting and Celebration;
- Promoting the publications and website of Church Women United, INC.;
- Obtaining & dispersing information in various forms which may include:
  - Postcards and letters;
  - Newsletters;
  - Flyers;
  - E-mail;
  - Newspaper articles/announcements;
  - Website.

The Executive Committee shall approve such committees as recommended by the coordinator to carry out these responsibilities.

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ARTICLE VI – MEETINGS

- A. Three celebrations shall be observed: World Day of Prayer, May Friendship Day and World Community Day.
- B. The Annual Meeting shall be held in November in conjunction with World Community Day.
  1. The functions of the Annual Meeting shall be:
    - Provide fellowship;
    - Present the slate of officers and one Nominating Committee member for the following year;
    - Install the officers and Nominating Committee member;
    - Announce the Chairpersons appointed by the President and approved by the Executive Committee;
    - Present the budget for the following year for adoption;
    - Receive annual reports and set annual goals.
  2. All women in attendance are eligible to vote.
- C. The Executive Committee shall meet in January, April, August, September and October. Additional meetings may be called at the discretion of the President.
- D. The Executive Board (consisting of the elected officers) shall meet at the discretion of the President.

ARTICLE VII – PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Newly Revised, in Brief, (2<sup>nd</sup> Edition © September, 2011) shall be the authority on parliamentary law in all cases where they are applicable and in which they are not inconsistent with the constitution of this organization.

ARTICLE VIII – AMENDMENTS

Constitution. This constitution may be amended at any business meeting or special meeting of the unit by two-thirds vote of the women present and voting, provided the proposed amendment(s) have been presented at a previous Executive Committee meeting and is consistent with the purpose of Church Women United.

Adopted: January 25, 1974

Amended: April 14, 1978

Amended: 1994-5

Amended: August 4, 2004

Amended and Approved by Executive Committee: January 9, 2012

Amended by CWU-Merced Area: March 2, 2012