

# CHURCH WOMEN UNITED

## IN NORTHERN CALIFORNIA-NORTHERN NEVADA

### BY-LAWS

#### **PREAMBLE**

Church Women United is a national ecumenical movement of Christian women witnessing to unity and faith in Jesus Christ through worship, study, action and celebration.

Church Women United in Northern California-Northern Nevada is one of the three parts which make up the movement. These three parts --local, state and national-- are interdependent and interrelated and constitute the movement that is Church Women United. The membership of all committees shall be representative of our diversity.

#### **ARTICLE I -- NAME**

The name shall be CHURCH WOMEN UNITED in NORTHERN CALIFORNIA-NORTHERN NEVADA.

#### **ARTICLE II -- PURPOSE; NATURE, FUNCTIONS AND PARTICIPATION**

A. The **PURPOSE** of Church Women United in Northern California-Northern Nevada is to encourage Christian women to come together in a visible community to witness to unity and 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 Church Women United in Northern California-Northern Nevada is an expression of the national movement through which Roman Catholic, Orthodox, Protestant and other Christian women express the ecumenical dimensions of their faith.

C. The **FUNCTIONS** of Church Women United in Northern California-Northern Nevada shall be to serve as a vital, creative link between national and local units.

D. **PARTICIPATION** in Church Women United in Northern California-Northern Nevada shall be open to all Christian women within this area who believe in the purpose and goals and support the movement.

#### **ARTICLE III -- ADMINISTRATION**

The general administration of Church Women United in Northern California-Northern Nevada shall be vested in the Executive Board which has the power, authority and responsibility for the life and mission of the unit. The fiscal year shall be June 1-May 31.

#### **ARTICLE IV -- OFFICERS AND DUTIES**

The elected officers shall be President, First Vice President, Second Vice President, Secretary, Treasurer, Coordinators of Ecumenical Development, Ecumenical Action and Ecumenical Celebrations and the Chairpersons of Communications, Finance, and Nominations.

1. The **President** shall:

Preside at all meetings of Church Women United in Northern California-Northern Nevada. Supervise and coordinate the work of the movement, and serve ex-officio on all committees except the nominating committee.

Appoint a Parliamentarian, Editor, Historian, Chairpersons for Literature and Spiritual Life and Area Chairpersons, as recommended by the Nominating Committee, all subject to the approval of the Executive Board; and may appoint special committees and task groups as need arises.

Attend meetings of the President's Council and the Common Council of the National Unit.

2. The **First Vice President** shall preside in the absence of the President, share in other duties as requested by the President, chair--the Annual Assembly Committee, and serve on the Finance Committee.

3. The **Second Vice President** shall work with the Coordinators of Ecumenical Development, Ecumenical Action and Ecumenical Celebrations and encourage participation of local units in National and Regional seminars; to stimulate women's organizations in a local community to take the initiative in the development of new units of Church Women United.

4. The **Secretary** shall keep records of all meetings of Church Women United in Northern California-Northern Nevada, compile annual reports, and produce directories, also annually.

5. The **Treasurer** shall keep an accurate record of all funds received by Church Women United in Northern California-Northern Nevada and. make disbursements according to the budget, or upon the direction of the Executive Board: A written financial report shall be presented at each Executive Board meeting and at the Annual Meeting. The Treasurer is a member of the Finance Committee, but NOT its Chairperson. The Treasurer's books shall be presented for audit annually.

6. The **Coordinator of Ecumenical Development** shall be responsible for organizing and resourcing local units of CWU; coordinating the training and work of women's groups; receiving and summarizing information from Annual reports from local units.

7. The **Coordinator of Ecumenical Action** shall be responsible for recommending study, actions and programs for citizen action -- including legislative action and position statements; maintain and strengthen CWU citizen action network between" state, local and national units.

8. The **Coordinator of Ecumenical Celebrations** shall be responsible for developing and recommending ways to resource local CWU units; receiving and summarizing Celebrations reports and reporting her findings to the Board.

9. The **Chairperson for Communications**. shall be responsible for communicating and interpreting the life and mission of Church Women United in Northern

California-Northern Nevada to local units, denominational and secular systems and the general public through all media..

10. The **Chairperson of Finance** shall be responsible for developing and preparing a budget for approval by the Executive Board; interpreting national CWU programs which require funds; monitoring the budget mid-year with the Finance Committee to recommend any necessary changes; convene and preside at meetings of the Finance Committee.

11. The **Chairperson of Nominations** shall be responsible for presiding at the Nominating Committee meetings to provide a slate of officers for election at the Annual Meeting, "and recommendations for appointed Chairpersons as listed in Article IV I-b. The Nominating Committee shall make recommendations to fill any vacancies occurring between Annual Meetings to be approved by the Executive Committee. The Nominating Committee shall make recommendations to fill the position of any elected or appointed officer who has three consecutive unexcused - absences from Executive Board Meetings.

#### **ARTICLE V - ELECTIONS AND TERMS OF OFFICE**

One half of the officers shall be elected by simple majority vote, at the Annual Meeting for a two (2) year term and may be re-elected to the same office for one additional two (2) year term, except the Treasurer whose term shall be limited to six (6) years {three (3) two (2) year terms}. Officers shall assume their duties at the close of the meeting at which they are elected. An officer who has served more than half a term shall be considered to have served a full term.

Rotation of election of officers shall follow this schedule: on even years, the President, Second Vice-President, Secretary/Coordinator of Ecumenical Development, Coordinator of Ecumenical Celebrations, Chairperson of Finance and three (3) members of the Nominating Committee; on uneven years, the First Vice President, Treasurer, Coordinator of Ecumenical Action, Chairperson for Communications, and three (3) members of the Nominating Committee. Each year one of the Nominating Committee members shall be elected Chairperson and serve on 'the Executive Board. The Nominating Committee shall be elected in three (3) year classes of three members each; a new class of three (3) shall be elected annually as the current year's' class retires.

#### **ARTICLE VI - EXECUTIVE COMMITTEE**

The Executive Committee shall consist of five (5) elected officers; the President, First Vice-President, Second Vice-President, Secretary, and Treasurer and can act in emergencies.

#### **ARTICLE VII - EXECUTIVE BOARD**

The Executive Board shall consist of the eleven (11) elected officers, the Executive Committee (Article VI), the Coordinator of Ecumenical Development, Ecumenical Action, Ecumenical Celebrations, and the Chairpersons of Communications, Finance and Nominations. A quorum shall consist of a majority of the Board membership. Executive Board shall have responsibility for the life and mission of the movement as~ stated in Article III. The Executive Board shall meet the evening (s) prior to the Annual Assembly and other planned Northern California-Northern Nevada events. Other meetings may be called as needed.

**ARTICLE VIII-- MEETINGS**

Church Women United in Northern California-Northern Nevada shall hold an Annual Assembly, and such other meetings as deemed necessary by the Executive Board.

**ARTICLE IX - DISSOLUTION**

In the event that Church Women United in Northern California-Northern Nevada should disband, after all financial responsibilities have been satisfied, the money remaining in the treasury shall be sent to the treasurer of National Church Women United as a donation.

**ARTICLE X -- AMENDMENTS AND RULES**

These By-laws may be amended by a two-thirds (2/3) vote of the members present and voting at any Assembly of Church Women United in Northern California-Northern Nevada, providing amendments have " been approved by the Executive Board and written notice has been given to the general membership at least fifteen (15) days prior to the Assembly.

The Executive Board may adopt Standing Rules, not in conflict with these By-laws, for the conduct of the affairs of Church Women United in -Northern California-Northern Nevada. Standing Rules may be adopted, amended, or revoked by a majority vote of the Executive Board.

The current issue of Robert's Rules of Order shall be the parliamentary authority for all matters not specifically covered by these By-laws.

1991-92 By-laws committee: Muriel Phillips, Dorothy Sargent and Elizabeth Bogard. Adopted at the Annual Assembly in Santa Clara, California on January 25, 1992 Amended October 7, 1995 under President Vernita Kennen.