

Constitution and Standing Rules for Church Women United in Fresno

Adopted January 27, 2001

Article I. Name

The name shall be Church Women United in Fresno

Article II. Purpose, Nature, Participation and Functions

Purpose of Church Women United 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,

Nature: Church Women United in Fresno is related to the national movement of Church Women United in the U.S.A. through which Protestant, Orthodox, Roman Catholic and other Christian women may express the ecumenical dimension of their faith and mission.

Participation. Church Women United in Fresno is now open to all Christian women who wish to manifest their unity by building a covenantal community through worship, study, action and celebration. Other women may participate provided they understand their purpose of the movement and intend to cooperate in advancing its program.

Functions. Church Women United in Fresno 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 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. Management

The general management of the affairs of Church Women United in Fresno shall be the responsibility of the Executive Committee.

Article IV. Officers

Officers shall be President, Vice President, Secretary, and Treasurer, and they shall be elected and installed at the Annual Meeting.

Duties of the officers shall be those usually performed by such officers. These include: President shall be responsible for:

Carrying forward the purposes and goals of Church Women United;

Working with members of the Executive Committee to prepare agendas for meeting of the Executive Committee and for the Annual Meeting; presiding at meetings of the Executive Committee and Annual Meeting and any meetings at which business is conducted; and calling meetings for the Executive Committee as needed;

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Reporting the names of officers, coordinators and chairpersons of committees to the state and national CWU units immediately following elections and submitting other reports as necessary to the state and national units;

Correlating the work of the various committees;

Serving as liaison between the local unit and the state and national CWU units, promoting their programs, and referring information received to the appropriate officers, coordinators, and/or committee chairpersons;

Attending state- and area-wide meetings of the Church Women United;

Representing Church Women United where representation is appropriate;

Appointing a Chairperson of the Scholarship Committee, Chairperson of the Membership Committee, Editor of the Newsletter, Historian, and committee members with the approval of the Executive Committee, and special committees and task forces as needed.

Vice President shall be responsible for:

Acting in the absence of the President;

Coordination and scheduling the host churches for the three celebrations plus the Annual Meeting;

Planning worship program for the Annual Meeting.

Secretary shall be responsible for:

Recording minutes of the Executive Committee and of the Annual Meeting and any additional meetings;

Answering correspondence as directed by the Executive Committee;

Finding a substitute to record minutes in her absence.

Treasurer shall be responsible for :

Receiving and disbursing all funds which come to the unit, in the manner determined by the Executive Committee;

Making Regular financial reports to the Executive Committee and the Annual Meeting, as required;

Carrying out the fiscal operations, under the procedures set up by the Finance Committee.

Term of office shall be two years, with two consecutive terms being the maximum service. The term shall begin following the installation at the Annual Meeting.

Article V The Executive Committee

Membership. The Executive Committee shall be made up of the officers, the coordinators of the Planning Groups for Program, chairpersons of the Standing Committees of Enabling Services, and the editor of the newsletter.

Nominations and Elections. The Executive Committee shall be responsible for:

Establishing and maintaining relationships with the state and national units of Church Women United;

Setting goals, determining priorities, and deciding ways to reach goals;

Considering goals and programs of the national and state CWU units, and determining how to implement them locally;

Meeting at regular intervals to conduct business of the unit, maintaining the continuity and identity of the Church Women United in Fresno.

Approving policy and official statements made in its name;

Approving recommendation of the Planning Groups and committees;

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Developing and evaluating programmatic objectives annually;
Approving appointments of Planning Groups' members;
Approving the appointment of all chairpersons and members of committees not elected at the Annual Meeting;
Adopting the budget and operating within it; obtaining finances and determining a financial plan;
Assigning tasks to appropriate Planning Groups or committees and evaluating them upon completion;
Scheduling and publicizing the Annual Meeting.
Keeping appropriate official records and reporting as required;
Planning and scheduling training for elected and appointed leaders;
Determining, reviewing periodically and revising the board policies which guide the work of the Executive Committee;
Communicating effectively with women with the movement and with the general public.

Article VI. Planning Coordinators for Program

There shall be five Planning Coordinators for Program:

Ecumenical Development

Ecumenical Action

Ecumenical Celebration of World Day of Prayer

Ecumenical Celebration of May Friendship Day

Ecumenical Celebration of World Community Day

Each coordinator shall be elected and take office at the Annual Meeting. She shall present to the Executive Committee all overall plans for new programs and any matters affecting the budget and policy of Church Women United. The Coordinators shall develop any task groups needed to carry out their plans.

The Coordinator of Ecumenical Development shall be responsible for unit development, spiritual and personal development of individual women and development of denomination relationships. The Executive Committee shall approve such committees as recommended by the coordinator to carry out these responsibilities.

The Coordinator of Ecumenical Action shall be responsible for developing the plans for study and action on issues and problems in the community, state, nation and in the global community, which challenge Christian women. The Executive Committee shall approve such committees as recommended by the coordinator to carry out these responsibilities.

The Coordinators of Ecumenical Celebrations shall be responsible for planning and scheduling the CWU celebrations of World Day of Prayer, May Friendship Day, and World Community Day. There shall be a coordinator of each celebration. The Executive Committee shall approve such committees as recommended by the coordinator to carry out these responsibilities.

Article VII Enabling Services (Standing Committees)

There shall be five standing committees of Enabling Services, which are responsible for developing and coordinating specific services to enable and assure continuity and growth of Church Women United. These Standing Committees are:

Nominations

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Finance
Public Relations
Membership
Scholarships

Responsibilities of Enabling Services

Nominations shall be responsible for nominating the officers and other members of the Executive Committee and chairpersons and members of the Nominating Committee for the subsequent term.

The Nominating Committee, composed of five members, whose chairperson and members shall be elected at the Annual Meeting, and whose Chairperson shall serve on the Executive Committee, shall recruit leaders and secure their consent to be nominated at the Annual Meeting as the officers and other members of the Executive Committee and Nominating Committee. It shall present the nominees at this meeting for election.

Finance shall be responsible for developing and recommending policy related to management of financial affairs of the unit.

The Finance Committee, composed of five members, including the treasurer, whose chairperson shall be elected at the annual meeting and shall serve on the Executive Committee, and whose members shall be selected by the president and approved by the Executive Committee, shall be responsible for:

- Preparing the annual budget, recommending it to the Executive Committee, and presenting it at the Annual Meeting for adoption;
- Developing a plan for adequately financing the local program and a proportionate share of national and state programs;
- Advising on the fiscal implication of any new program;
- Reviewing the budget periodically in light of anticipated or available income and recommending any corrective action to the Executive Committee;
- Seeing financial records are audited.

Public Relations shall be responsible for:

- Informing the community of the activities and concerns of Church Women United;
- Promoting the publications of Church Women United—includes The Church Woman magazine and Lead Time; the history of Church Women United, Just Because by Margaret Shannon; and other material produced by CWU;
- Selecting a Public Relations Committee.

The Public Relations Committee, composed of three or more members including the editor of the newsletter, whose chairperson shall be elected at the Annual Meeting and serve on the Executive Committee, shall be responsible for publicity of Celebration Days and public relations to achieve the purpose and goals of Church Women United.

Membership shall be responsible for the keeping of a list of member churches, their contact person, and individual memberships. The chairperson shall be appointed by the president with the approval of the Executive Committee and shall serve on the Executive Committee.

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She may select a committee with the approval of the Executive Committee to be responsible for:

Keeping a record of member churches;

Seeing attendance is recorded at each meeting and Celebration;

Encouraging individual memberships.

Scholarship shall be responsible for scholarships.

The Scholarship Committee, composed of three members whose chairperson shall be appointed by the President, with the approval of the Executive Committee, whose members shall be appointed by the chairperson. The chairperson shall serve on the Executive Committee. The committee is responsible for:

Encouraging donations;

Publicizing the scholarships available;

Seeking applicants and recommending them to the Executive Committee for approval.

Article VIII Annual Meeting

There shall be an annual meeting in January. The president presides and is responsible for preparing the agenda. The agenda should include an overview of the movement of Church Women United, as well as reports from officers, coordinators and chairpersons of enabling services.

The functions of the Annual Meeting shall be to:

Provide opportunity for experiencing community in worship and witness;

Amend and/or adopt the standing rules;

Adopt the budget;

Install the officers and members of the Executive Committee and Nomination Committee;

Receive annual reports of officers and members of the Executive Committee;

Speak in the name of Church Women United in Fresno on issues of concern to Christian Women;

Provide opportunity for church women's organizations to make a pledge to the unit and for individuals to contribute through individual memberships.

All Christian women attending, who believe in the purpose and goals of Church Women United as stated in Article II are eligible to vote.

Article IX Distribution of Funds

In case of a radical change in form or dissolution of Church Women United in Fresno, any residue funds, after all financial obligations have been satisfied, shall be forwarded to the state or national united of Church Women United or, upon direction of the Executive Committee.

Article X Parliamentary Procedures

Robert's Rules of Order, (Latest Edition) 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 XI Amendments

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

Board Approval: January 10, 2001

Membership Approval: January 27, 2001

Entered as a Word document January 20, 2009 by Marilyn C Prowell