

THE EPISCOPAL CHURCH WOMEN OF ST. FRANCIS PARISH

BYLAWS

(revised 10/2011)

ARTICLE I. NAME

The name of this organization shall be THE EPISCOPAL CHURCH WOMEN OF ST. FRANCIS PARISH (ECW).

ARTICLE II. PURPOSE

The purpose of this organization shall be to unite women of the Parish in a program of worship, study, service, gifts and fellowship which will deepen and strengthen their own spiritual lives and lead them into service for the Church, in the Parish, the Community, the Deanery, the Diocese, the Nation and the World. This organization is intended to carry on in St. Francis Parish, the program of the Women's Division of the National Council of the Episcopal Church of the United States of America.

ARTICLE III. MEMBERSHIP

By virtue of her baptism, each woman in the Parish is a member of the ECW. Active membership shall consist of dues-paying members who agree to participate in its program of worship, study, service, fellowship and gifts.

ARTICLE IV. OFFICERS

The officers of this organization shall be the President, Vice President, Secretary and Treasurer, all of whom are elected. The immediate Past President shall serve as Parliamentarian.

ARTICLE V. DUTIES OF THE OFFICERS

- Section 1. THE PRESIDENT shall preside at Executive Committee and Executive Board Meetings and supervise the work of the organization. She shall appoint the Chairmen of Standing Committees and Representatives. She shall be co-signer with the Treasurer on all authorized checks.
- Section 2. THE VICE-PRESIDENT shall assist the President and in her absence perform the duties of that office. She shall fill the unexpired term as President in case of a vacancy. She may be a co-signer with the Treasurer on authorized checks.
- Section 3. THE SECRETARY shall conduct all correspondence referred to her and notify Executive Board members of all regular and special meetings. She shall keep accurate records of all Executive Committee, Executive Board and General Meetings, sending copies of all Minutes to the Rector, the President and Executive Board members.
- Section 4. THE TREASURER shall receive all funds and make disbursements as are authorized by the Executive Committee and/or Executive Board. She shall make a report at all Executive Committee and Executive Board meetings. The books of the Treasurer shall be audited each year before the time of the Annual Parish Meeting.

Section 5. THE PARLIAMENTARIAN shall be the immediate Past President and sit on the Executive Committee without vote, in an advisory capacity only. She shall assist the President, other officers and the members in parliamentary procedure. She shall be familiar with the Bylaws of this organization and shall be governed by Robert's Rules of Order, revised.

ARTICLE VI. THE EXECUTIVE COMMITTEE

Section 1. MEMBERS OF THE EXECUTIVE COMMITTEE
The Executive Committee shall consist of the four elected officers and the Parliamentarian.

Section 2. POWERS OF THE EXECUTIVE COMMITTEE

- A. The Executive Committee shall conduct the affairs and business of the ECW subject to the Bylaws, making recommendations to the Executive Board.
- B. All vacancies occurring in an elective office shall be filled by presidential appointment, in consultation with the Rector, subject to approval by the elected officers.
- C. The Executive Committee shall have power to act between meetings and to expend non-budgeted sums not to exceed Two Hundred (\$200) Dollars.
- D. The Executive Committee shall be empowered to approve payment of necessary expenses of the ECW as specified in the Budget.
- E. The Executive Committee shall consult with the Rector and exercise such powers as are necessary to forward the work of the ECW.

Section 3. EXECUTIVE COMMITTEE MEETINGS
Regular meetings of the Executive Committee shall be at the discretion of the President.

Section 4. QUORUM
The Quorum of the Executive Committee shall be a majority of the elected officers.

Section 5. REPORTS
The President and Treasurer shall render annual reports January 15.

ARTICLE VII. THE EXECUTIVE BOARD

Section 1. MEMBERS OF THE EXECUTIVE BOARD
The Executive Board shall consist of the four elected officers, the Parliamentarian, appointed Chairmen of all standing committees, appointed Representatives, and the Guild Chairmen.

Section 2. POWERS OF THE EXECUTIVE BOARD
The Executive Board shall conduct, manage and control the affairs and business of the ECW, subject to the Bylaws.

Section 3. EXECUTIVE BOARD MEETINGS
The regular meeting of the Executive Board shall be at the discretion of the Executive Committee on the second Tuesday of ~~the month~~ *alternating months beginning in February*, as listed in the ECW calendar. Notice of the Executive Board meetings shall be given to all Executive Board Members at least one week prior to the meeting.

- Section 4. **QUORUM**
The QUORUM of the Executive Board shall be a majority of the elected officers, the Guild Chairmen and the appointed Representatives.
- Section 5. **REPORTS**
All Executive Board members shall render annual reports December 31.

ARTICLE VIII. COMMITTEES AND REPRESENTATIVES

- Section 1. A. There *may be*, but not limited to, the following Standing Committees: Devotions, Hospitality, Kitchen, Publicity, Telephone/*email*, United Thank Offering, and Ways and Means Projects.
B. There may be the following Representatives: ~~Altar Chapter Liaison~~ *Altar Guild Liaison*, Bridge Liaison, Vestry Liaison, Library Resource and Prayer Chain.
- Section 2. Chairmen of Standing Committees and Representatives shall be appointed by the President and serve as members of the Executive Board.
- Section 3. Chairmen of all Standing Committees shall preside at all meetings of their Committees and stimulate the work for which the Committee is responsible.
- Section 4. Committees shall meet as frequently as necessary at the call of the Chairman.
- Section 5. Special Committees shall be appointed by the President, with the approval of the Executive Committee, from time to time for short period of service as the need arises.

ARTICLE IX. GUILDS

- Section 1. This organization shall be divided into groups called Guilds. New Guilds may be founded under the auspices of the Executive Committee as the need arises.
- Section 2. The Chairman or appointed representative of each Guild shall serve as a members of The Executive Board.
- Section 3. Guild Business Meetings shall be held at the discretion of the Guilds.

ARTICLE X. MEETINGS

There shall be a General Meeting of the Episcopal Church Women of St. Francis Parish at the discretion of the Executive Committee and/or the Executive Board on the second Tuesday of alternating months beginning in February at 10 a.m. as listed in the ECW Calendar.

ARTICLE XI. MEMBERSHIP DUES

The dues of all active members of the Episcopal Church Women of St. Francis Parish shall be due annually and payable December 1. These dues are collected by the Guild Treasurers and are forwarded to the ECW Treasurer. ECW members not active in any Guild are responsible for paying their dues directly to the ECW Treasurer.

ARTICLE XII. NOMINATION, ELECTION AND INSTALLATION

Section 1. NOMINATING COMMITTEE

- A. The Nominating Committee shall consist of all Guild Chairmen or their designated representatives.
- B. It shall be the duty of the Nominating Committee, in consultation with the Rector, to present a nomination of each office to be filled at the December meeting. Additional nomination may be made from the floor with the consent of the nominees.

Section 2. ELECTION OF OFFICERS

Officers shall be elected at the December meeting and shall take office in January.

Section 3. TERM OF OFFICE

All officers shall be elected for a term of one year, and shall not be eligible to hold the same office for more than two consecutive years.

Section 4. THE VOTE

Majority vote shall elect in all cases unless otherwise stipulated by these Bylaws, and there shall be no proxy voting.

Section 5. INSTALLATION OF OFFICERS

Installation of officers shall take place at the discretion of the Rector. All officers shall assume office in January.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The Episcopal Church Women of St. Francis Parish shall be governed by these Bylaws and by the latest edition of Robert's Rules of Order, Revised.

ARTICLE XIV. AMENDMENTS AND REVISIONS

Section 1. These Bylaws may be altered or amended at any regular General meeting, provided that notice of such proposed amendment has been given one month previous to said meeting announced in the Parish publications.

Section 2. Change or amendments to these Bylaws shall be made by a majority affirmative vote of the members present. Such changes shall become effective at once, unless the motion to adopt specifies otherwise.
These Bylaws shall be reviewed annually. (Previous Revision June 2009)