

**BYLAWS OF THE EPISCOPAL CHURCH WOMEN (ECW)
(WOMEN OF ST. PAUL'S)
OF
ST. PAUL'S CHURCH
MAUMEE, OHIO**

Article I, Name

The name of the organization shall be the Episcopal Church Women (ECW) of St. Paul's Episcopal Church, Maumee, Ohio.

Article II, Purpose and Policies

The purpose of the Women of St. Paul's/ECW is to support the mission statement of St. Paul's Church; to support involvement in the ECW on a local and diocesan level; and to support women's needs and concerns within and without this parish through programs and prayer.

Article III, Membership

The membership of the woman's organization is made up of all the women who are members of St. Paul's Church.

Section 1, Personnel

ECW/WOSP is composed of every woman who is a member of the church.
Each woman shall have a vote in all issues brought before the general membership.

Section 2, Duties

The women shall have general charge over and control of the activities and funds of the ECW/WOSP. The activities and programs shall be planned with the approval of the Rector.

Section 3, Vacancies

Vacancies among officers shall be filled by ECW/WOSP ratification of the nominating committee's candidates. The candidate shall be selected from the general membership.

Section 4, Meetings

The ECW/WOSP shall hold meetings throughout the year. One meeting shall be designated as the annual meeting of the organization. The date and time of the meetings shall be determined by the members of the ECW/WOSP. Special meetings may be called by the president or the executive committee.

Section 5, Executive Committee

There shall be an Executive Committee composed of the four officers of the ECW/WOSP which shall have the authority of the organization between meetings with the proviso that all members are notified of and invited to such meetings.

Section 6, Quorums

A simple majority of those present at a meeting is needed to pass a motion.

Article IV, Officers

The officers of ECW/WOSP of St. Paul's shall consist of a President, Vice President, Secretary, and Treasurer.

Section 1, Nominations

Officers shall be nominated and elected as provided by Article V.

Section 2, Terms of Office

Officers shall be elected for a term of one year by a majority vote of the women present at the annual meeting. The officers shall assume their duties immediately following the annual meeting. An officer may hold the same office for a second consecutive term, providing she has been nominated and elected according to Article V.

Section 3, Duties

(a) President- the President shall be the executive officer of the ECW/WOSP; shall preside at general and annual meetings of the ECW/WOSP and at the Executive Committee meetings, and shall be a member ex-officio of all committees and shall perform the duties usually pertaining to her office. She shall appoint a nominating committee chairman by the first of January.

(b) Vice-President- The Vice-President shall assist the President and shall perform the duties of the office of President whenever necessary. She shall serve as a member of the budget committee and shall receive reports of all committee chairman. Also she shall be in charge of public relations.

(c) Secretary- The Secretary shall keep the minutes of all general and annual meetings of the ECW/WOSP as well as all executive meetings. She shall keep up to date copies of the Bylaws and Policy statements. The Secretary shall also handle all business, social and general correspondence.

(d) Treasurer- The Treasurer shall administer all monies of ECW/WOSP. As Budget committee chairman, she shall make payments in accordance with the budget. Expenses not provided for in the budget shall be incurred and paid for only upon order and/or consent of the membership. She shall keep full and accurate accounts and shall present financial statements to ECW/WOSP at all meetings.

Article 5, Committees

There will be a nominating committee whose function shall be to prepare the slates of candidates of officers for election at the annual meeting. The nominating committee shall be composed of a chairman appointed by the president and at least two other members of ECW/WOSP. In order to

fill the two positions on the nominating committee, she shall first call for volunteers from the general membership. If the positions remain open, she shall select the committee herself. The nominating committee shall call for nominations from the Women of the church prior to their final selection.

There shall be a budget committee composed of the president, vice-president, and treasurer, and any other interested members of the organization. This committee, chaired by the treasurer, is in charge of drawing up a proposed budget for the following year. The budget shall be submitted to ECW/WOSP for their approval at the annual meeting. Announcement of the budget committee's meeting must be made to the general church membership.

There shall be a funeral reception committee composed of a chairman appointed by the president to organize volunteers to provide service and refreshments for such receptions.

Ad Hoc committee may be appointed by the president as needed.

A program committee chairman shall be appointed by the president. The chairman will choose her own committee to plan and organize activities for the year. All activities will be cleared with the president, the Rector, and the Church calendar.

Article VI, Financial Arrangements

The fiscal year shall begin July 1st and end June 30th. There shall be no membership dues.

Article VII, Annual Report

An annual report shall appear within the general report published by the church for its annual meeting in January. A report shall also be given at the annual meeting of the women.

Article VIII, Amendments and Rules of Order

The Bylaws may be amended by a two-thirds vote of the members present and voting at any general meeting of the ECW/WOSP. The amendments shall be published in the Communicant at least one month in advance of the meeting.

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the bylaws or Statements of Policy.

proposed, October, 1994

EPISCOPAL CHURCH WOMEN/WOMEN OF ST. PAUL'S
of
ST. PAUL'S EPISCOPAL CHURCH, MAUMEE

STATEMENTS OF POLICY

1. The President shall be in communication with the Rector as to the activities and decisions of ECW/WSP. She shall notify the Rector of all announcements to be made in church.
2. The budget is representative of the concerns and commitment of the majority of the women of the Church.
3. The rummage sale shall constitute the primary money-raising project of the ECW/WSP. Any money raising project shall be referred to the executive committee for consideration.
4. U.T.O. funds are to be deposited and disbursed through the ECW/WSP treasury.
5. No furnishings including silver, china, or tea and coffee services purchased by the ECW/WSP for Church use shall be removed from the premises.
6. The financial records shall be audited annually.
7. The executive committee must approve before a purchase of over \$150.00 is made.
8. All expenses for food, lodging, and transportation for those delegates attending Diocese annual meeting shall be reimbursed up to the amount so designated in the budget.
9. Public relations shall include the following responsibilities of the vice president:
 - a. notifying the church secretary of meetings and activities of ECW/WSP so that these may be announced in the newsletter.
 - b. preparing information for upcoming activities and programs.
 - c. notifying the media of certain activities and programs.
 - d. notifying all members of the parish that they may submit budget requests for funding for the upcoming year.
10. Funeral receptions will be the responsibility of ECW/WSP. A donation of \$25.00 for set-up, cookies, beverages, and clean-up will be requested. Any other food needs should be arranged with an outside caterer.