

**BYLAWS DRAFT**  
**CHURCH WOMEN UNITED IN GREATER DAYTON**  
(Committee meeting August 9, 2017)

ARTICLE I - NAME

The name shall be Church Women United (CWU) in Greater Dayton. Church Women United in Greater Dayton, a nonprofit organization, is affiliated with Church Women United in Ohio, Inc., Church Women United in the Eastern Central Region and Church Women United, U.S.A.

ARTICLE II - ORGANIZATION

Section A - Purpose

CWU is an ecumenical movement of Christian women for the purpose of witnessing to their unity and faith in Jesus Christ through worship, study, action, celebration, and global relationships.

Section B - Functions

The function of the movement shall be to:

- 1 Strengthen the ecumenical movement and mission of the church as expressed in local, state, national and international communities;
- 2 Form an organized channel by which church women may set common goals, as well as speak and act together on common issues;
- 3 Enable women to make their full contribution to society, to develop lifestyles appropriate to keep their faith alive;
- 4 Develop meaningful relationships with other religious and secular organizations around common goals;
- 5 Encourage healing encounters in areas of tension due to racial or economic injustice;
- 6 Identify with Christian women in every part of the world in mutual responsibility for all humankind;
- 7 Celebrate together the reality and relevance of our faith on May Friendship Day, World Community Day, Human Rights Celebration and other days that may be decided upon;
- 8 Interpret the goals and policies of the national movement and develop ways to work them out locally.

Section C - Policy

It shall be the policy of Church Women United in Greater Dayton not to endorse candidates for political office. Any issues of a political or controversial nature which a committee or individual representing Church Women United wishes to promote must be presented to the Executive Committee for approval before any action or promotion can be taken by the movement.

Section D - Fiscal Year

The Fiscal Year shall be from July 1 through June 30.

Section E - Source of Authority

Robert's Rules of Order (latest edition) shall be the official rules of order for Church Women United in Greater Dayton.

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ARTICLE III – RELATIONSHIPS

Section A – Cooperative Relationships

Church Women United in Greater Dayton may be in cooperative relationship with other organizations in efforts that further the goals of Church Women United.

1. Church Women United in Greater Dayton is a member of the Greater Dayton Christian Connections c  
par with the denominations. This membership entitles it to one member on the Board of Greater

Dayton Christian Connections.

2. Church Women United, as one of the founding organizations of Mercy Manor, is encouraged to have a member serve on the Mercy Manor Board of Directors.

#### ARTICLE IV - MEMBERSHIP AND FINANCIAL SUPPORT

##### Section A - Membership

Membership in CWU is open to all women (Protestant, Orthodox, Roman Catholic, and other Christian women) who wish to manifest their unity and express the ecumenical dimensions of their faith and work. Women may join through their local church or individually. **Women of other faiths** may participate, provided they understand the purpose of the **CWU Movement** and wish to cooperate in advancing its program, **but they may not hold office.**

##### Section B – Financial Support

- 1 Memberships shall be paid annually by churches, regardless of the number of women in the church. An organizational fee in the minimum of \$25.00 from local churches and other women's groups is to be paid to the treasurer between August-December of each year. This entitles each to appoint a Key Woman to the Board and their church to receive the newsletter.
- 2 Basic individual memberships of \$5.00 are to be paid to the treasurer between August and December of each year.
- 3 Offerings and special gifts are encouraged.

#### ARTICLE V -- OFFICERS, ELECTION, DUTIES

##### Section A - Officers/Chairpersons

The elected officers shall be President, Vice President, Secretary and Treasurer. Elected, also, shall be the chairpersons of the Committee on Nominations and Committee on Finance and the chairpersons of the following Departments: Ecumenical Celebrations, Ecumenical Development, **and** Ecumenical Action.

The appointive officers shall be a Parliamentarian, an Historian, and Chair of Communication after they are appointed by the President and approved by the Executive Committee.

##### Section B - Election

Officers shall be presented at the April Board Meeting and elected at the May Board Meeting for a two-year term on the following rotation

Odd Years: President, Vice-President, Secretary, Chairperson of Finance, and Chairperson of the Departments of Ecumenical Celebrations.

Even Years: Treasurer, Chairperson of the Committee on Nominations, and Chairpersons of the Departments of Ecumenical Development and Ecumenical Action. Officers may be elected by voice vote. However, if there are nominations from the floor in addition to those submitted by the Committee on Nominations, election shall be by ballot.

##### Section C – Installation

All newly elected persons as well as those continuing in office shall be installed at the Meeting held in June and assume their duties at that time.

##### Section D – Records

All officers and chairpersons, upon retiring from office, shall deliver to their successors all accounts, records, books and necessary papers and any other property in their possession belonging to Church Women United in Greater Dayton.

### Section E - Vacancies

Vacancies in elective offices shall be filled by recommendations of the Committee on Nominations and approved by the Executive Committee and/or the Board.

### Section F- Term

All elected members of the Executive Committee shall serve for a term of two years. The Chair of the Committee on Nominations may serve for a second two-year term. All appointed members, except the three additional members of the Committee on Nominations who serve for two years (See Article X,A,1), shall serve one year. If a person is selected to fill an unexpired term, six months or more shall be counted as a full year when calculating tenure.

### Section G — Removal

Any officer may be removed by the Executive Board whenever, in its judgment, the best interest of the movement would be served thereby. Such removal shall be written ballot by a quorum of the Executive Board. Thereafter, formal written notification shall be given to the individual.

### Section H- Duties of Officers

President shall

1. Carry forward the purpose and aims of Church Women United in Greater Dayton;
2. Preside at meetings of the Board, the Executive Committee and the Annual Meeting;
3. Prepare the agenda for these meetings;
4. Correlate the work of the Departments and the Denominational Secretaries;
5. Serve as liaison between the local unit and the movement on the state and national levels by referring information received to the appropriate officers, departments or committees;
6. Represent Church Women United in other organizations;
7. Encourage participation of Church Women United with Greater Dayton Christian Connections;
8. Appoint a Parliamentarian, an Historian, Communications Chair, **and Enabling Services Chair** with the approval of the Executive Committee.
9. Appoint any special committees deemed necessary by either the Board or the membership;
10. Sign all checks when necessary;
11. Act as an ex-officio member of the Departments and Committee on Finance;
12. See that information is prepared for the yearly program brochure and membership card updated by August 1 of each year and delivered to the **editor**;
13. Coordinate with the editor to compile and print the annual report.
14. **Disperse information from CWU National Office as needed.**

Vice President shall

1. Preside in the absence or inability of the President;
2. Assist the President as requested;
3. Serve as Program Coordinator for the Christmas Tea, Emma Murray Prayer Breakfast, and Annual Meeting;
4. Schedule churches to host all events and present list at April meeting.
5. Shall serve on the by-laws committee.

Secretary shall

1. Record the minutes of the Executive Committee and the Board meetings;
2. Correspond as directed by the President;
3. Send a list of names, addresses and telephone numbers of elected officers and chairpersons of departments to the state, regional and national Church Women United.
4. Keep an attendance record, which members sign before meetings.

Treasurer shall

1. Follow the fiscal procedures set up by the Committee on Finance;
2. Make monthly financial statements to the Board;
3. Issue checks and keep an itemized account of all receipts and disbursements;
4. Receive the money for memberships and, if she receives membership cards in the mail, give the cards to the Member Care Person.
5. Serve on the Committee on Finance;
6. Remit 1/2 of funds collected from May Friendship Day to the State Unit; remit full offerings for World Community Day and Human Rights Celebration to the national CWU.

#### ARTICLE VI – APPOINTED BOARD MEMBERS

The following, all of whom are members of the Board, may be appointed by the President with approval of the Executive Committee (See ARTICLE X — STANDING COMMITTEES)

1. Committee on Nominations Chairperson — presents three additional members of the Committee on Nominations to the Executive Committee (two new and one continuing). (See Art.X Sec.A1)
2. Communications Chairperson -- The Communications Chair shall be a member of the Executive Committee and a member of the Board. **She will appoint to work with her: Newsletter Editor, Publicity/Website Chairperson, Member Care Person, Mailing Committee Chairperson, and any other members deemed necessary to carry out the unit's program.**
3. Enabling Services — Secure members to help with reservations at paid events and help collect the money at the events.
4. Parliamentarian — The Parliamentarian shall give advice to the President or unit as requested or as necessary and shall serve as an ex-officio member of the Executive Committee as well as a member of the Board.
5. Historian — The Historian shall be responsible for seeing that programs, articles and any other items of special interest are conserved in an orderly fashion for the historical records of Church Women United in Greater Dayton.

#### ARTICLE VII - DEPARTMENTS AND DUTIES

The Committees and Departments shall follow the CWU national programs, policy and suggested activities, as far as possible, and report their activities to the local Board.

##### Section A - Common Duties

1. Meet as a Department as needed;
2. Carry forward the committee programs and projects;
3. **Present for Executive Committee and/or Board approval overall plans affecting the policy or budget of the unit;**
4. **Recommend persons to carry out plans related to specific events.**
5. Report regularly at Board Meetings.

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##### Section B - Departments

1. Ecumenical Celebrations shall
  - a) Make and carry out plans for the celebrations of World Community Day, May Friendship Day, and Human Rights Celebration.
  - b) Complete celebration report forms, and in consultation with the treasurer, send them immediately to the proper person in the state and national organizations.
2. Ecumenical Development shall

- a) Strengthen and deepen the fellowship of church women **across denominational** and racial lines and develop an appreciation for various traditions;
  - b) Promote programs such as the Fellowship of the Least Coin, UNICEF, and Church World Service;
  - c) Secure and relate to the Denominational Secretaries;
  - d) Encourage personal spiritual development.
3. Ecumenical Action shall
- a) Develop the plans and projects which assist church women to study, speak and act on conditions challenging the church today;
  - b) Suggest programs for the local unit to support;
  - c) Keep local unit informed of national issues.

## ARTICLE VIII - MEETINGS

### Section A - The Board

The Board meetings shall be held the fourth Tuesday of each month except June, July, December, January, and March or as otherwise determined by the Board.

### Section B - Executive Committee

The Executive Committee meetings shall be held in August, January and June, or may be called by the President or any two of its members with one week's notice.

### Section C - Special Meetings

Special meetings of Church Women United shall be open to all women who desire to attend. Programs may include the a Christmas Tea, the Emma Murray Prayer Breakfast and the Annual Meeting.

### Section D - Celebrations

There shall be three celebrations a year: May Friendship Day, World Community Day in November, and Human Rights Celebration.

### Section E - Annual Meeting

**Installation of officers shall be in June.**

### Section F - Called Meetings

Special meetings may be called by the President or any two members of the Executive Committee or by any five members of the Board with appropriate notice. Only business mentioned for the called meeting may be transacted.

### Section G - Quorum

A quorum for any business meeting shall be two-thirds of those members present and eligible to vote.

## ARTICLE IX - EXECUTIVE COMMITTEE

### Section A - Membership

**The Executive Committee shall consist of all elected officers, Chairs of Standing Committees, and the Parliamentarian, ex-officio.**

### Section B - Authority

The Executive Committee shall have full authority for carrying on the work of the unit between Board meetings and shall report to the Board any actions taken.

### Section C - Meetings

The Executive Committee shall meet in August, January and June, or as called by the President or any two of its members with one week's notice.

### Section D – Duties

1. Approve positions under the three Departments (Ecumenical Development, Ecumenical Action, Ecumenical Celebrations), the Committee on Communications, and name the three additional members of the Committee on Nominations and any other appointees;
2. Develop and evaluate annual program objectives;
3. Present to the Board major programs proposed by Departments and all actions taken;
4. Assign tasks to the appropriate Departments or committees;
5. Evaluate projects and programs upon completion;
6. Interpret state and national programs and assure their financial support.

### Section E - Quorum

A quorum shall be two-thirds of those present at the Executive Committee meeting.

## ARTICLE X - STANDING COMMITTEES

All members of Standing Committees shall be members of the Board.

### Section A - Committee on Nominations

1. The Committee shall consist of four members, including the Chairperson, who shall represent different denominations whenever possible. The three additional members of the committee shall be **presented by the chairperson at the Board Meeting in April and approved by the Board in the May meeting. Each shall be asked to serve for two years, and may serve an additional two years.**
2. Identifies potential leaders and supports the development of emerging potential leadership within the unit;
3. Identifies and recommends to the executive committee replacements to fill vacancies in elective offices that may occur during the year
4. At the April meeting, present the slate of nominees to be elected, as well as listing those continuing in offices.
5. Informs each potential nominee, prior to her acceptance, of the duties pertaining to her office and provides the job description for that office.
6. After conferring with the President, make preparations for an installation service at the June meeting for all newly elected officers and those continuing in office. The Committee is responsible for securing someone to do the installation service. (See Article V, Sections A and C)

### Section B - Committee on Finance

Expenses for administrative costs and for programs and projects of the departments shall be paid from funds set aside in the budget. The Committee on Finance shall consist of seven members whose chairperson shall be elected at the April meeting and serve on the Executive Committee. The other members of the committee shall be the Vice President, the four Department chairpersons, and the Treasurer. The President is an ex-officio member.

1. Shall present the annual budget to the **August Executive Committee** and to the August Board meeting for acceptance by the membership at the September Board meeting;
2. Shall develop a plan for adequately financing the local programs, with a proportionate share going to the state and national programs;
3. Shall acquaint members of the need for support by promoting an understanding of the expenditures in the work of the movement;
4. Shall advise on the fiscal implications of any new program;

5. Shall review the budget periodically in light of anticipated or available income and recommend any corrective action to the Executive Committee.
6. See that the books are audited annually.

Section C - Committee on Communication

The Chair shall be appointed by the President and approved by the Executive Committee. She shall be a member of the Executive Committee and of the Board. She shall oversee the activities of the following persons **who she will appoint as needed.**

1. Newsletter Editor — Will appoint a committee on mailing the newsletter. She will see that a minimum of four newsletters are printed each year.
2. Publicity Chairperson — The Publicity Chairperson’s responsibility is to see that all meetings sponsored by Church Women United are publicized in the community newspapers, and in other ways if appropriate, at least three weeks in advance of an event.
3. Membership Care Person — She will work with the person who will keep a data base of all paid memberships of Church Women United. She may be asked to serve the Board in other ways if needed. She will prepare all mailing labels as requested by the communications Chair or other Executive Committee members. She will share pertinent information from and encourage subscriptions to the national *CHURCH WOMAN NEWS* and the state *LAMPLIGHTER*.

Section D — Enabling Services

**The Chair shall be appointed by the President and approved by the Executive Committee. She shall be a member of the Executive Committee and of the Board.**

Reservation Committee — The Reservation Committee shall consist of **an appointed Chairperson** of Enabling Services and three or four helpers who shall secure reservations when they are called for and collect payments for same on the day of the event.

ARTICLE XI - THE BOARD

Section A – Board Membership

Members of the Board shall be:

1. **The elected officers, including Department Chairpersons and the Chairpersons of all Standing Committees, and Parliamentarian.**
2. Members of the Departments and Standing Committees with assigned responsibilities;
3. Members of the Committee on Nominations
4. Denominational Secretaries
5. Key Women from each member church
6. Ex-officio members, including a Parliamentarian and National and State officers of Church Women United presently serving, residing, or visiting in the Dayton area.

Section B - Denominational Secretaries

The denominational Secretaries may be named by their own denominations. **Duties shall include the following:**

1. Act as liaison between the denomination and Church Women United in Greater Dayton;
2. Serve as an active member of the Board;
3. Contact all churches of the denomination to promote membership in Church Women United in Greater Dayton and keep them informed of its programs and activities;
4. Prepare a list of potential officers for use by the President and the Committee on Nominations;
5. Notify the Key Women of the denominations of any matter needing immediate attention;
6. **Work with the Ecumenical Development Chairperson**

Section C - Key Women

The Key Woman is appointed by her local church to serve as its representative to Church Women United in Greater Dayton. Duties shall include

1. Serve as liaison between her church and Church Women United;
2. Act as an active member of the Board;
3. Secure and give to the treasurer in the fall of the year the organizational fee of each unit, which shall be a minimum of \$25.00.
4. Secure individual memberships from her church in early fall, giving the names and money to the treasurer;
5. Promote the participation of her church in the program of Church Women United **by any medium available**;
6. **Secure meal reservations** from her church and report them to the reservations committee;
7. Maintain contact with her Denominational Secretary **and report to her when unable to serve as keywoman.**

#### Section D - Duties of the Board

1. Approve the policies and official statements made in its own name;
2. Adopt the budget at the September meeting;
3. Approve major projects as proposed by departments or committees, and/or recommended by the Executive Committee;
4. Serve as a channel of communications, study and action among local churches, The Greater Dayton Christian Connections and Church Women United;
5. Approve appointments made **by the President and Executive Committee**;
6. Create special committees as deemed necessary;
7. Publicize state, regional and national meetings.

#### Section E - Meetings

The Board shall meet the fourth Tuesday of each month except March, June, July, December and January, or as otherwise determined by the Board. Special meetings may be called by vote of five members of the Board or by the President.

#### Section F - Quorum

A quorum shall be two-thirds of the members present and eligible to vote.

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### ARTICLE XII - AMENDMENTS

These Bylaws shall be reviewed biennially (in odd years) by the Executive Committee and may be amended at any Board meeting of Church Women United in Greater Dayton by two-thirds vote of the members present and eligible to vote, provided that notice of the amendments has been given at the previous meeting or sent in the current newsletter or by a called meeting. A copy of the amended Bylaws will be available upon request.

### ARTICLE XIII - DISSOLUTION

In the event that the local Church Women United should disband, the money remaining in the treasury after all financial obligations have been satisfied shall be forwarded to the State CWU in support of the movement.

Prepared by members of the **Bylaws Committee meeting April 25, 2017**

Committee Members

Jerri Wood, Vice President



Cecelia Long, Treasurer  
Kathy Zamonski, Member Care  
Joan Brown, Parliamentarian  
Ina Green, Communications Chairperson  
Evelyn Harrison, Nominations Chairperson  
Beverly Kramer, Developmental Secretary  
Doris Moore, Developmental Secretary