

BYLAWS OF CHURCH WOMEN UNITED IN GREATER DAYTON (Adopted October 2020)

ARTICLE I - NAME

The name shall be Church Women United (CWU) in Greater Dayton. Church Women United in Greater Dayton, Ohio, a nonprofit organization, is affiliated with Church Women United in Ohio, Inc., Church Women 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 functions 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 1) It shall be the policy to be intentional in electing racial and denominational diverse leadership for CWU. An attempt will be made to hold special events and celebrations in various geographic locations in the community. 2) It shall be the policy of Church Women United in Greater Dayton not to endorse candidates for political office. Any issue of a political or controversial nature, which a committee or individual representing CWU wishes to promote, must be presented to the CWU 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 30th.

Section E – Source of Authority Robert’s Rule of order (the latest edition) shall be the official Rules of Order for Church Women United.

ARTICLE III – RELATIONSHIPS

Section A – Cooperative Relationships

Church Women United in Greater Dayton may be in cooperative relationships 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 on with denominations. This membership entitles CWU to have 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 member 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/organization 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 may not hold office.

Section B – Financial Support 1) Church/Organization Membership of a minimum of \$25 shall be paid annually to the treasurer. This entitles the church/organization to name a Key Woman to the CWU Board, to receive a newsletter, and to be placed on the mailing list of CWU. 2) Basic/Individual Membership of \$5 or a Supporting Individual Membership of \$20 or more shall be paid to the treasurer annually. Both of the Individual Membership categories entitles the member to receive the newsletter and to be placed on the mailing list of CWU. 3) Offerings and special gifts to CWU are encouraged.

ARTICLE V – THE BOARD

Section A – Board Membership

Members of the Board shall be:

1. The elected officers, the Department Chairpersons and the Chairpersons of all Committees;
2. Members of the Departments and Committees with assigned responsibilities;
3. Members of the Committee on Nominations;
4. Denominational Secretaries;
5. Key Women from each member church/organization and
6. Ex-officio members including Parliamentarian, National and State officers of Church Women United presently serving, residing or visiting in the Dayton area. They are entitled to voice and no vote.

Section B – Denominational Secretaries

The Denominational Secretaries may be named by their own denomination. Duties shall include the following:

1. Serve 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 the churches informed of CWU programs and activities;
4. Notify the Key Women of the denomination of any matter needing immediate attention;
5. Work with the Ecumenical Development Chairperson of CWU.

Section C – Key Women

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

1. Serve as liaison between her church/organization and Church Women United in Greater Dayton;
2. Serve as an active member of the Church Women United Board;
3. Secure and give to the CWU Treasurer the organizational membership (a minimum of \$25) of her local church/ organization annually;
4. Secure individual memberships from her church/organization and give the names and contact information to the CWU Treasurer.
5. Promote the participation of her church/organization in the programs of Church Women United through a variety of available media;
6. Serve as liaison to secure meal reservations from her church/organization and report them to the CWU Reservations Committee;
7. Maintain contact with the Denominational Secretary and advise her when unable to serve as Key Woman.

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 and support major projects as proposed by the 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. 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 in consultation with the Executive Committee.

Section F – Quorum

A quorum shall be two-thirds of the members present.

ARTICLE VI – OFFICERS, ELECTION, DUTIES

Section A – Officers/Chairpersons The elected officers shall be President, Vice President, Secretary, and Treasurer. Also elected shall be the Chairperson of the Committee on Nominations, Chairperson of Committee on Finance, and Chairpersons of the following Departments: Ecumenical Celebrations, Ecumenical Development, and Ecumenical Action.

The appointed officers shall be Parliamentarian, Historian, Member Care, Chairperson of Enabling Services and Chairperson of Communications.

Section B – Election A slate of Officers shall be presented at the April Board Meeting and Elected at the May Board meeting for a two year term based on the following rotation schedule:

1)Odd Years: President, Vice President, Secretary, Chairperson of Committee on Finance, Chairperson of Ecumenical Celebrations.

2)Even Years: Treasurer (as needed), Chairperson of the Committee on Nominations and Chairperson 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 the slate presented 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 shall assume their duties at that time.

Section D – Records All elected and appointed persons, upon retiring from office, shall deliver to their successors all accounts, records, books, necessary papers, and 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 of Office All elected members of the Executive Committee shall serve for two years. The Chairperson of the Committee on Nominations may serve for a second two-year term. All appointed members may serve for two years.

Section G – Removal Any officer may be removed by the Executive Committee whenever, in its judgment, the best interest of CWU in Greater Dayton would be served. Such removal shall be by written ballot by a quorum of the Executive Committee. Formal written notification of the decision shall be given to the individual by the President or other Executive Committee member.

Section H – Duties of Officers

1. President shall
 - a. Carry forward the purpose and programs of Church Women United in Greater Dayton;
 - b. Preside at meetings of the Board, Executive Committee and Annual Meeting and prepare agendas;
 - c. Correlate the work of the Departments and the Denominational Secretaries;
 - d. Serve as liaison between the local unit and the State and National levels by dispersing information to the appropriate officers, departments, committees and members;
 - e. Represent or delegate a representative of Church Women United in other organizations;
 - f. Encourage participation of CWU in Greater Dayton in Greater Dayton Christian Connections;
 - g. Appoint Parliamentarian, Historian, Communications Chair, and Enabling Services Chair with the approval of the Executive Committee;
 - h. Appoint any special committees deemed necessary by either the Board or the membership;
 - i. Sign checks when necessary;
 - j. Be an Ex-Officio member of the Departments and Committee on Finance;
 - k. Work with Communications Chair in preparing information for the yearly program brochure and membership form by August 1 of each year and in compiling and printing the Annual Report.
2. Vice President shall
 - a. Preside in the absence or inability of the President;
 - b. Assist the President as requested;
 - c. Serve as Program Coordinator for the Christmas Tea, Emma Murray Prayer Breakfast and Annual Meeting;
 - d. Schedule churches to host all events and present list as April Board meeting;
 - e. Serve on the Bylaws Committee.
3. Secretary shall
 - a. Record the minutes of the Executive Committee and the Board meetings;

- b. Keep an attendance record as signed (or covered by roll call) for all attending the Executive Committee and Board Meetings;
 - c. Correspond as requested by the President;
 - d. Send list of names, addresses and contact information of elected officers and chairpersons of departments to the state, regional and national Church Women United.
4. Treasurer shall
 - a. Follow the fiscal procedures set up by the Committee on Finance;
 - b. Make monthly financial statements to the Board;
 - c. Issue checks and keep an itemized of all receipts and disbursements;
 - d. Receive monies for membership and, when she receives the membership forms in the mail, give the forms to the Member Care Person;
 - e. Serve on the Committee on Finance;
 - f. Remit ½ of funds collected from May Friendship Day to the State CWU and full offerings for World Community Day and Human Rights Celebration to the National CWU.
 5. Chairperson of Nominations shall present three names to be members of the Committee on Nominations at the June meeting of the April Board Meeting (one name shall be continuing and 2 names shall be new names).
 6. Chairperson of Finance Committee shall be elected at the April Board meeting and serve for two years. She shall organize the audit every two years before the August Board meeting. She shall work closely with the Treasurer in producing a budget to present to the Board each year.
 7. Ecumenical Celebrations Chairperson shall
 - a. Plan and take responsibility for the celebrations of World Community Day, May Friendship Day and Human Rights Celebration;
 - b. Complete the celebration report forms in consultation with the Treasurer and send them immediately after the celebrations to the State and National CWU.
 8. Ecumenical Development Chairperson shall
 - a. Strengthen and deepen the fellowship of church women across denominational and racial lines in order to 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.
 9. Ecumenical Action Chairperson shall
 - a. Develop plans and projects which assist church women to study, speak, and act on conditions that are challenging the Church today;
 - b. Suggest area programs for the local unit of CWU to support;
 - c. Keep local CWU unit informed of state, regional and national issues that affect women and children.

Section I – Duties of the Appointed Board Members

1. Chairperson of Communications shall appoint, as needed, persons to assist her with editing the newsletter, managing the website and handling publicity; the Member Care Person, the Mailing Committee Chairperson, and other persons deemed necessary to carry out the unit’s program.
2. Chairperson of Enabling Services shall secure members to help with reservations at paid events and help collect the money at the events.
3. 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 Member as well as be a member of the Board.
4. Historian shall be responsible for conserving in an orderly fashion printed programs, articles, photographs and other items of special interest for the historical records of Church Women United in Greater Dayton.

ARTICLE VII – EXECUTIVE COMMITTEE

Section A – Membership

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

Section B - Authority

The Executive Committee shall have full authority for implementing 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 Celebrations and Ecumenical Action), the Committee on Communications and approve the three additional members of the Committee on Nominations and any other appointees;
2. Develop annual program objectives and evaluate upon completion;
3. Present to the Board the major programs proposed by the Departments and assign tasks as appropriate;
4. Interpret state and national programs and assure support as deemed appropriate.

Section E – Quorum

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

ARTICLE VIII – COMMITTEES

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

Section A – Committee on Nominations

1. The Committee on Nominations 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 to the Board Meeting in April and approved by the Board at the May meeting. Each person is 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 the elective offices that may occur during the year;
4. Present the slate of Nominations at the April Board meeting of those to be elected, as well as those continuing in office;
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. Makes preparations for an installation service at the Annual meeting in June, after conferring with the President. Installation will be for newly elected officers and those continuing in office.

Section B – Committee on Finance

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 three Department Chairpersons and the Treasurer. The President if an ex-officio member. Duties are:

1. Shall insure that expenses for administrative costs and for programs and projects of the departments shall be paid from funds budgeted.
2. Shall present the annual budget to the August Executive Committee Meeting and to the August Board meeting for acceptance by the Board at the September Board meeting;
3. Shall develop a plan for adequately financing the local programs, with a budgeted amount for the state and national programs as deemed appropriate;
4. Shall acquaint members of the need for support by promoting an understanding of the expenditures in the work of the movement;
5. Plan an audit of the Treasurer's records annually;
6. Shall advise on the fiscal implications of any new programs.
7. Shall review the budget periodically to anticipate available income and recommend any corrective action to the Executive Committee.

Section C – Committee on Communications

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 manage activities of the following positions or appoint persons as necessary.

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/Website – publicize upcoming events or celebrations sponsored by Church Women United in ways that are helpful to the Key Women (through the web, with posters that can be downloaded, etc.)
3. Member Care Person - will work to keep an updated data base of all paid members of Church Women United. She may be asked to serve the Board in other ways as needed. She will prepare the mailing labels as requested by the Chair of Communications or other Executive Committee members. She will share pertinent information from and encourage subscriptions to the National or State Newsletters, as appropriate.

Section D – Enabling Services

The Chairperson of Enabling Services 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. The Reservations Committee shall consist of an appointed Chairperson of Enabling Services and three or four helpers who shall secure reservations and the payment when reservations are made for special events.

ARTICLE IX – MEETINGS

Section A – Board

The Board meetings shall be held the fourth Tuesday of each month except June, July, November, December, January and March or as otherwise determined by the Executive Committee or 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 in Greater Dayton shall be open to all women who desire to attend. Special meetings or programs may include Christmas Tea, The Emma Murray Prayer Breakfast and the Annual Meeting.

Section D – Annual Meeting

The Annual Meeting shall be in June and the Installation of Officers shall be included at this Meeting.

Section E – Celebrations

There are three celebrations a year: May Friendship Day, World Community Day and Human Rights Celebration.

Section F – Called Meetings

Called 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 for which the meeting is called may be transacted during a Called Meeting.

Section G – Quorum

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

ARTICLE X – 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 o sent in the current newsletter or by a called meeting. A copy of the amended Bylaws will be available upon request.

ARTICLE XI – DISSOLUTION

In the event that the local Church Women United should disband, the money remaining in the treasury after all the 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 July 2020. Members: Cecelia Long, Jerri Wood, Gail Penney, Martha Mundell and Mary Beth Melville.