

BYLAWS OF CHURCH WOMEN UNITED IN GREATER DAYTON (adopted 8 23)

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 United in the Eastern Central Region, and Church Women United, U.S.A.

ARTICLE II – PURPOSE AND GOALS

Section A – Mission CWU in Greater Dayton is an inclusive ecumenical movement of Christian women celebrating unity in diversity through empowering women to work toward a world of peace and justice.

Section B –Goals

The goals of the movement are to:

1. Grow in our faith and extend our vision of what it means to be Christian women in a diverse society today;
2. Strengthen a visible ecumenical community;
3. Form a *movement* by which church women may set common goals, as well as speak and act together on common issues and work for a just, peaceful and caring society;
4. Enable women to make their full contribution to society, to develop lifestyles appropriate to keep their faith alive;
5. Develop meaningful relationships with other religious and ~~in~~-secular organizations around common goals;
6. Encourage intentional responses in areas of injustice;
7. Celebrate 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 *incorporate* them locally.

Section C – Policy 1) It shall be the policy to be intentional in electing racially and denominationally diverse Leadership for CWU in Greater Dayton. 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 CWU 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 *in Greater Dayton* wishes to promote must be presented to the CWU *in Greater Dayton* Executive Committee for approval before any action 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 governing parliamentary authority of CWU *in Greater Dayton*, except otherwise provided in these Bylaws.

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. CWU in Greater Dayton *may have a cooperative relationship with* community wide ecumenical organizations.
2. CWU *in Greater Dayton*, as one of the founding organizations of Mercy Manor, *will encourage CWU members to participate in Mercy Manor functions and give generously. The annual budget of CWU in Greater Dayton may include a contribution to Mercy Manor.*

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 express the ecumenical dimensions of their faith and workplace. 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.

Section B – Financial Support 1) Church or Organization Membership of a minimum of \$25 shall be paid annually to the treasurer. This entitles the church or organization to name a Key Women to the CWU Board, to receive the 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 Membership Categories entitle 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. 4) *Gifts may be given in memory of or in honor of persons.*

ARTICLE V – THE BOARD

Section A – Board Members

Members of the Board shall be: 1) The elected officers, the Department Chairpersons and the Chairpersons of all the Committees; 2) Members of the Departments and Committees ; 3) Members of the Committee on Nominations; 4) Denominational Secretaries; 5) Key Women from each member church or 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 Chairperson of CWU.

Section C – Key Woman The Key Woman is appointed by her local church or organization to serve as its representative to CWU in Greater Dayton. Duties shall include: 1) Serve as liaison between her church or organization and CWU in Greater Dayton; 2) Serve as an active member of the CWU in Greater Dayton Board; 3) Collect and submit to the CWU Treasurer all contact information and money for memberships and donations from her local church and organization annually; 4) Promote the participation of her church organization in the programs of CWU in Greater Dayton through a variety of available media; 5) Serve as liaison to secure meal reservations from her church/organization and report them to the CWU Reservations Committee; 6) 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; and 6) Publicize state, regional and national meetings.

Section E – Meetings The Board shall meet the fourth Tuesday of August, September, October, February, April and May, or as otherwise determined by the Board. The Annual Meeting shall be in June and the installation of officers will be included at this meeting. Special meetings may be called by vote of the members of the Board or by the President in conjunction 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 Chairperson 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 persons to be elected 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) Even Years: President, Vice President, Secretary, Chairperson of Committee on Finance and Chairperson of Ecumenical Celebrations.
- 2) Odd 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 the successors all accounts, records, books, necessary papers, and other property in their possession belonging to Church Women United in Greater Dayton.

Section E – Vacancies in elective offices shall be filled by recommendation 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 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 program 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 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 community wide ecumenical organizations; 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 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 at 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 list of receipts and disbursements; d) Receive monies for membership and, when she receives 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 Committee on Nominations shall present three names to be members of the Committee on Nominations at the April Board Meeting--one name to be a continuing member and 2 names will be new members.
 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 Celebrations; 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 growth.
 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 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/social media, handling publicity, keeping membership data updated and other tasks deemed necessary to carry out the unit's program.
2. Chairperson of Enabling Services shall secure members to help with reservations for 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 Committee 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, Chairpersons of Committees, and the Parliamentarian who is 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 deemed appropriate; 4) Interpret state and national programs and assure support as deemed appropriate.

Section E – Quorum A quorum shall be 2/3 of those present at the Executive Comm. 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 office 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 is an Ex-Officio member. Duties are: 1) Shall insure that expenses for administrative costs and for programs and projects of the departments 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 program; 7) Shall review the budget periodically to anticipate available income and recommend any corrective action to the Exec. Committee.

ARTICLE IX - AMENDMENTS

These Bylaws shall be reviewed every two years in the 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 X - DISSOLUTION

In the event that Church Women United in Greater Dayton considers dissolution, communication and conversation with State, Regional or National CWU should precede any final decision. If the decision is to dissolve, the money remaining in the treasury after all financial obligations have been satisfied shall be forwarded, as agreed upon, in support of the movement.

Prepared by Margaret Hunt, MaryBeth Melville, Donna Middlebrook and Cecelia Long with input from Jerri Wood, April 2023.