

Bylaws of the Episcopal Church Women in the Diocese of Ohio

The Episcopal Church Women in the Diocese of Ohio is the fellowship of all of the women of the church and is organized to enable the women to serve our Lord through worship, stewardship and fellowship.

I. NAME

The organization shall be known as the Episcopal Church Women of the Diocese of Ohio (hereinafter referred to as ECW).

II. PURPOSE

The Episcopal Church Women in the Diocese of Ohio is the fellowship of all the women of the church and is organized to enable the women to serve our Lord through worship, stewardship, and fellowship.

It is organized to assist the women of the Episcopal Church to carry on Christ's work of reconciliation in the world and take their place as leaders in the life, governance and worship of the church.

III. MEMBERSHIP

- A. The Bishop of the Diocese of Ohio shall be an ex-officio member with the right to vote.
- B. The Bishop Suffragan of the Diocese of Ohio shall be an ex-officio member with the right to vote.
- C. All women in the parishes of the Diocese of Ohio are members of this organization.

IV. STRUCTURE

The ECW shall follow the structure of the Diocesan Mission Areas.

V. BOARD

- A. The ECW Diocesan Board shall consist of the elected officers, elected chairmen, and the presidents of the Mission Areas. The appointed chairmen shall serve for one year and they may be reappointed. The ECW Diocesan Board shall provide leadership for the ECW throughout the Diocese and shall endeavor to coordinate and communicate the ideas and activities of both our Diocese and the wider Church. The ECW Diocesan Board shall have charge and control of the affairs, funds, and property of the organization between Annual Meetings.

- B. The ECW Diocesan Board shall meet at least four (4) times a year, the first meeting following the Annual Meeting to be a joint meeting of retiring and new Board members.
- C. The Executive Committee of the ECW Diocesan Board (hereinafter referred to as the Executive Committee) shall consist of the President, Vice President or President-Elect, Secretary, Treasurer and three appointees from the ECW Diocesan Board to be named by the President. These appointments are for one year.
- D. The Executive Committee shall meet within the month following the Annual Meeting. It shall meet prior to each ECW Diocesan Board Meeting, at a time designated by the President, to review unfinished business and study new business to be presented to the ECW Diocesan Board at its meeting. It shall also meet at the call of the President. The Executive Committee shall have all the powers of the ECW Diocesan Board between Board meetings and, at the next Board meeting, shall report, for ratification, all such actions taken.
- E. When a vacancy occurs in any elective office, it shall be filled, until the next Annual Meeting, by the Executive Committee, from names submitted by the Nominating Committee, after consultation with the nominee's Rector and the Bishop.

VI. OFFICERS AND CHAIRMEN

- A. Elected Personnel and terms of office:
 - 1. The officers of the organization shall be the Bishop of the Diocese, ex-officio, and the officers elected by the organization: the President, the Vice President or president-elect, the Secretary, and the Treasurer. An assistant to the Secretary and/or the Treasurer may be appointed by the President with approval of the elected officers.
 - 2. The elected chairmen of the organization shall be the United Thank Offering (UTO) Coordinator and the Worship Chairman.
 - 3. The President must have served on the Diocesan Board, since the magnitude of the office of President requires some background in Diocesan Board experience.
 - 4. No officer or chairman may be elected to serve a consecutive term in the same office except for the Treasurer and Secretary.
- B. Duties of the Diocesan Officers
 - 1. The President shall preside at the Annual Meeting, the Diocesan Board and the Executive Committee meetings. With the approval of the Executive Committee, she shall appoint chairmen (where there is no elected chairman) and members for all special and standing committees. She shall represent

the ECW on Diocesan, Provincial and National levels. She shall serve ex-officio on all committees except the Nominating Committee.

2. The Vice President shall perform the duties of the President in the latter's absence and shall act in any other capacity at the President's request. In addition, she shall serve as the Chairman for the Carlotta East Scholarship Committee. With executive committee approval, she shall plan the program and secure the speaker for the Annual Meeting. She shall present educational opportunities for Christian growth to the ECW Diocesan Board, Mission Areas, and parishes as requested.
3. The President-elect shall familiarize herself with the duties of the presidency and perform the duties of the Vice President listed in B.2.
4. The Secretary shall keep minutes of the Annual Meeting, of the Diocesan Board and Executive Committee meetings. She shall prepare and mail the minutes of the Diocesan Board Meetings to all members of the Board and Executive Committee Meeting minutes to all members of the Committee. She shall carry on all necessary correspondence. An Assistant to the Secretary may be appointed by the President with the approval of the officers.
5. The Treasurer shall receive all monies of the organization except the United Thank Offering and deposit the same in a bank account or accounts in the name of the organization. All disbursements made from such accounts shall be for items contained in the organization's budget or shall have the approval of the Diocesan Board. She shall keep an accurate account of receipts and disbursements and submit an itemized report and financial review by an internal audit committee of three, including at least two persons knowledgeable about finance, of her transactions and balances to the Diocesan Board each year. She shall serve as Chairman of the Finance Committee. She shall send each parish ECW Treasurer (or a designated contact) a copy of the budget and a notice of their Fair Share. She shall be bonded.
6. The United Thank Offering Coordinator shall serve a Chairman of the UTO Screening Committee. She shall deposit all monies received from the UTO in the name of the UTO of the Diocese of Ohio. She shall submit a statement of her transactions and balance to the Diocesan Board each year. Annually she shall submit to the Diocesan Board a financial review by an internal audit committee of three, including at least two persons knowledgeable about finance, covering all transactions. She shall be bonded.
7. The Chairman of Worship shall be the Chairman of the Worship Committee. She shall arrange worship for the ECW Diocesan Board and the Annual

Meeting. She shall also arrange retreats and special programs and she shall serve as a resource to deanery and parish worship chairmen.

C. Nominations

1. The Nominating Committee shall prepare a single slate, after consultation with the nominees' Rector and Bishop, and present the nominees for election at the Annual Meeting.
2. The slate shall be sent by the Nominating Committee to each ECW President (or to a designated parish contact) in the Diocese at least six weeks before the Annual Meeting.
3. Additional nominations may be made from the floor with written consent of the person to be nominated and after consultation with the nominees' Rector and Bishop.
4. The Nominating Committee shall also be responsible for the duties outlined in Article V Section E and Article IX Section B of this document.

D. Elections

Officers and Chairman are elected at the Annual Meeting of the ECW. A two-thirds majority of the voting members present is necessary for election.

VII. COMMITTEES

A. Standing Committees

1. Executive Committee (See description in Article V., C and D.)
2. Bylaws

The Parliamentarian shall serve as chairman of the Committee. She shall assist Mission Areas and parishes in preparing and updating their bylaws. The Bylaws shall be reviewed annually.

3. Finance

The Finance Committee shall be responsible for reviewing financial priorities, establishing Fair Share and preparing the budget for presentation at the Annual Meeting. (See Article VI..B.5)

4. Nominating

The Nominating Committee shall be composed of five members. The Diocesan Chairman, who has no vote, and a representative from each of four Mission Areas. (See Article VI.C. [Standing Rules addresses the rotation.]

5. Annual Meeting Support Committee

A representative from each existing deanery shall be appointed to assist the host Mission Area.

6. United Thank Offering Screening (See Article VI.B.6).

7. Hospice Outreach Committee (See Article VIII).

8. Church Periodical Club (See Article VII).

9. Worship (See Article VI.B.7).

10. Annual Meeting (See Article VIII).

11. Christian Formation (Article VI. B2).

12. Resolutions

The Resolutions Committee shall solicit concerns of the body for possible presentation as a resolution at the Annual Meeting. (See Article VII.) They shall also deal with social justice issues throughout the year assisting mission area and parish organizations with their social concerns and outreach projects as requested.

B. Special Committees

Special committees may be created by the President, with the approval of the Board, which shall designate their powers and the term of the committees' appointment.

VIII. APPOINTMENTS

To be made by the President and serve ONE year: Resolutions, NewsNotes, Legislation, Church Women United, Yearbook, Book of Remembrance, Church Periodical Club, Hospice Outreach, Parliamentarian, Annual Meeting, as needed.

IX. DELEGATES

A. Delegates and Alternates to Diocesan, Provincial, and National meetings (with the exception of the Triennial) shall be appointed by the President and Executive Committee with the approval of the Diocesan Board. The President is automatically a delegate.

B. Delegates to the Triennial Meeting

1. The President and the UTO Coordinator are automatic delegates. The number of delegates, in addition to the President and the UTO Coordinator, to represent the Diocese of Ohio shall be determined by the Board from the number allotted to the Diocese by the National Board of the Episcopal

Church Women. These shall be elected at the Annual Meeting, a year in advance, from a double slate presented by the Nominating Committee. The nominees receiving the highest number of votes shall be delegates and the others (in order of votes received) shall be the alternates. Alternates may replace anyone unable to attend other than the President who is replaced by the Vice President or President-elect.

2. Additional nominations may be made from the floor with the written consent of the person to be nominated and after consultation with the nominees' Rector and the Bishop.

X. MEETINGS OF THE ECW

A. Annual Meeting

1. The Annual Meeting of the ECW shall be held on such days of May or June as the Executive Committee shall designate.
2. Each parish shall be entitled to five delegates.
3. Members of the Diocesan Board and the delegates shall constitute the voting members of the Annual Meeting.
4. A quorum shall be declared if a majority of the parishes registered are present

B. Special Meetings

1. Special meetings may be called by the Executive Committee.
2. Each parish shall be entitled to five delegates.
3. Members of the Diocesan Board and the delegates shall constitute the voting members of these special meetings.
4. A quorum shall be declared if a majority of the parishes registered are present.

XI. FISCAL POLICIES

- A. The fiscal year shall be from July 1 to June 30.
- B. Fair Share of each parish is determined by the Finance Committee with the approval of the Diocesan Board.
- C. The proposed budget shall be sent by the Finance Committee to each ECW president (or to a designated parish contact) in the Diocese at least six weeks before the Annual Meeting.

XII. AMENDMENTS AND PARLIAMENTARY AUTHORITY

- A. These Bylaws may be changed at any Annual Meeting by a two-thirds vote of the voting members present.
 - 1. Proposed changes in the regular Bylaws submitted by parishes must be submitted in writing to the President and to the Bylaws Chairman by January 1.
 - 2. Proposed changes in the regular Bylaws submitted to the Bylaws Committee must be approved by the Board at least two months prior to the Annual Meeting.
 - 3. The Bylaws Committee shall submit all approved proposed changes to the parishes in writing at least six weeks prior to the Annual Meeting.
 - 4. Parishes wishing to make changes in the Bylaws Committee's proposals must submit these changes in writing to the President and to the Bylaws Chairman at least three weeks prior to the Annual Meeting.
- B. Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws or by special rules of procedure adopted by the ECW.