

BYLAWS
EPISCOPAL CHURCH WOMEN OF ST. JAMES'
ST. JAMES' EPISCOPAL CHURCH – JACKSON, MISSISSIPPI

ARTICLE I: NAME

The name of this organization shall be Episcopal Church Women of St. James', Jackson, Mississippi.

ARTICLE II: PURPOSE

The purpose of this organization is to connect all women of the parish to the whole goal of the Church through a program of worship, study, service, gifts and fellowship so that each woman may find her place in the parish family and help carry out the mission of the church. This includes cooperation with the Episcopal Church Women of the Diocese of Mississippi and the Episcopal Church USA.

ARTICLE III: MEMBERSHIP

The membership of this organization shall consist of all women of St. James' Episcopal Church and other women who are interested in the purpose of this organization and the community of St. James'.

ARTICLE IV: OFFICERS

Section 1: Personnel and Terms

The officers shall consist of The Rector (Ex-Officio Chairman), President, Vice-President, Secretary, and Treasurer, and Immediate Past-President. They shall be elected and serve a one-year term from January to January.

Section 2: Duties

A. **President:** She shall preside at all meetings of Episcopal Church Women of St. James', the Executive Committee, and the Board of Directors. She shall, with the approval of the Executive Committee, fill vacancies occurring in offices and appoint the committee chairpersons. She shall perform all duties pertinent to the office of President.

B. **Vice-President:** She shall preside in the absence of the President. She shall serve as liaison for all groups and shall automatically assume the office of President the following year. She shall be responsible for planning of the programs for the general meetings.

C. **Secretary:** She shall keep the minutes of all meetings of Episcopal Church Women of St. James' and conduct all general correspondence. The Secretary shall be responsible for coordinating communications through and with the St. James' office.

D. **Treasurer:** She shall receive, disburse, and report on all monies as she may be directed by the organization. The Treasurer shall present the annual budget request to the Vestry/Budget Committee. She shall work with her elected successor who will assist with and learn responsibilities before assuming the office.

E. **Immediate Past-President:** She shall attend all Executive Committee meetings, advise the Officers, vote, and assist with special projects as requested.

ARTICLE VI: BOARD OF DIRECTORS

Section 1: Personnel and Term

The **Board of Directors** shall consist of the officers (**Executive Committee**) and Standing Committee Chairpersons. They shall be elected for a term of one year, with the exception of the Treasurer who shall be elected for a two-year term.

Section 2: Committee Chairpersons

Standing Committees shall be appointed by the President with the approval of the Executive Committee, and the President shall appoint other Committees as needed. The Standing Committees shall be:

- a. **Events:** The duty of this Committee shall be to schedule, plan, coordinate, and execute the Advent Wine & Cheese Party and such special gatherings as a spring dinner and fall luncheon, as agreed upon by the Executive Committee. The Chairman of the Committee may select leaders for individual events upon Executive Committee approval, and all shall operate within the generally accepted guidelines for such leadership.
- b. **Outreach:** The duty of this Committee shall be to oversee all outreach projects – specifically, raising awareness of and support for United Thank Offering and Church Periodical Club – and to suggest new outreach opportunities. She may select leaders for the individual projects with Executive Committee approval.
- c. **Nominations:** The Nominations Committee shall consist of an ECW past president and two participating members. Their duty shall be to consider succession optimization and present a slate of officers to be elected at the November meeting; the slate will include Vice-President, Secretary, and (every two years) Treasurer.

ARTICLE VIII: MEETINGS

All women of St. James' may choose to participate in monthly meetings – the fourth Thursday evening of each month. Visitation starts at 5:30 and the formal discussion at 6:15 with adjournment at 7 pm. The Executive Committee shall meet at least two times a year, and the Board of Directors shall meet as needed upon the call of the President.

ARTICLE IX: QUORUM

A quorum of the Board of Directors shall consist of one-third (1/3) of the members of the Board. A quorum at a general meeting shall consist of the members present at the meeting.

ARTICLE X: AMENDMENTS

The bylaws may be amended by any general meeting by a two-thirds (2/3) vote of those present provided that the proposed amendments have been approved by a two-thirds (2/3) vote of the Board of Directors.

Adopted September 23, 2010