

CONSTITUTION

Revisions – 10/6/2015

Article I – Name

The name of this organization shall be EPISCOPAL CHURCH WOMEN OF THE DIOCESE OF NORTHWESTERN PENNSYLVANIA.

Article II – Purpose

The purpose of this organization is to provide a channel through which Episcopal Church Women can serve in advancing the official program of the church and related causes, in the five (5) fields of service - PARISH, COMMUNITY, DIOCESE, NATION, and WORLD.

Article III – Membership

The membership shall be composed of all baptized women of the Church.

Article IV – Officers

Section I

- (a) The officers of the Board of this organization shall be Facilitator(s), Secretary, Treasurer, United Thank Offering Coordinator, Communications Chair, Prayer & Worship Chair, Church Periodical Club Chair.
- (b) Approved Officers – By the Bishop: Chaplain, Altar Guild Chair, National Cathedral Association, Anglican Fellowship of Prayer Chair, and any other committee chairs, as needed.

Section II

Each officer shall serve for a three (3) year term, and shall be eligible to succeed herself.

Section III

Officers shall be installed at the Annual Meeting.

Article V – Meetings

Section I

The Annual Meeting shall be held preferably on the first Saturday in May. Notice shall be sent in advance to all congregations.

Section II

There shall be a minimum of three (3) Board Meetings per year; one (1) directly preceding the Annual Meeting.

Article VI – Quorum

Five (5) members shall constitute a quorum for the Board meetings.

Article VII – Amendments

This Constitution may be amended at any Annual Meeting by a two-thirds vote of those present and voting, provided, however, that the proposed amendment has been submitted in writing to the congregations not less than two (2) months before the meeting.

BY-LAWS
Revisions – 10/6/2015

Article I – Duties of Officers

Section I

A Facilitator shall preside at all meetings.

Section II

The Secretary shall keep a record of Board meetings and conduct the correspondence of the organization. Should the Secretary not be present, the Facilitator shall appoint an acting Secretary. The Board shall compile the Annual Report and shall submit a copy to the Bishop.

Section III

Any money received by the Treasurer for any purposes sponsored by the Episcopal Church Women shall be dispersed to the Diocese for the designated ECW account. She shall annually send formal notifications of assessments with due explanation of any changes to each congregation.

Section IV

The United Thank Offering Coordinator shall devise methods of arousing interest in the United Thank Offering, and of increasing the number of contributors. She shall obtain from the Diocese, an annual report of money received and disbursed. She shall chair the UTO Screening Committee, and shall make a full report annually at the Diocesan Convention and to the Province III Coordinator and at Triennial.

Section V

The Prayer & Worship Chair shall endeavor to enrich the devotional life of the Episcopal Church Women by encouraging participation in Quiet Days and the study of prayer and liturgics. She shall lead the devotions at the Board and Annual Meetings.

Section VI

The Communications Chair shall stimulate interest in Diocesan Institutions, in community and beyond, and shall seek to include in the Diocesan Program such studies and projects as will result in more Christian human relations and be of real service to others.

Section VII

The Church Periodical Club Chair shall coordinate all Church Periodical Club work in the Diocese. She shall urge that there is a secretary for this work in every congregation. All money from CPC Sunday and other donations from the congregations shall go directly to the Diocese.

Section VIII

Each Board Member shall promote and publicize the activities of her office and shall submit a written report for the Annual Meeting.

Article II – Duties of the Board

Section I

The Board shall, subject to the action of the Annual Meeting, direct the active work of the Diocesan Episcopal Church Women. It shall recommend a Program and Budget covering all dues and assessments, Diocesan Expenses, and selected projects in the fields of the Diocese, Province, Nation and World.

Section II

At the meeting of the Board preceding the Annual Meeting, the Secretary shall submit a report of the preceding Annual Meeting for its approval and submission at the Annual Meeting.

Article III – Financial Policy

Section I

The Episcopal Church Women, by education and example, shall be an inspirational force in the congregation to establish a proper sense of Christian stewardship and to set a definite standard of giving. This should begin with the children in the home, and carry through the Church School and all other organizations.

Section II

All financial efforts of the Episcopal Church Women is to support the whole program of the Church Universal.

Section III

Diocesan Assessments shall be determined on a “fair share” plan. All assessments are due by March 31st of that year.

Article IV – Delegates

Section I

Delegates and alternates to the Triennial shall be nominated at the Annual Meeting the year prior to the Triennial. A slate, from the Board, shall be presented. If there be but one candidate for an office, election may be by voice vote.

Section II

Other delegates and alternates to authorized meetings (such as Altar Guild Chair and Church Periodical Club Chair) shall be nominated and elected as needed.

Article V – Committees

The Treasurer, with the Board, shall prepare a budget annually. This budget shall include the expenses of officers incurred in the actual performance of their offices, provide speakers for the various meeting, expenses of delegates to authorized meetings, and such dues, gifts, and any other expenses necessary for furthering of the Episcopal Church Women’s work.

Article VI – Amendments

These By-Laws may be amended by the same procedure as required for the amending of the Constitution.