

Adopted at Area IV Rally on October 7, 2017

## **Bylaws**

### **American Baptist Women's Ministries of Area IV**

#### **Article I – Name**

The name of this organization shall be American Baptist Women's Ministries of Area IV. It shall be affiliated with American Baptist Women's Ministries of the Great Rivers region within the national organization of American Baptist women's Ministries.

#### **Article II – Mission Statement**

In commitment to Jesus Christ as Lord and Savior and to the mission of the Church, and through the enabling of the Holy Spirit, American Baptist Women's Ministries provides opportunities for each woman to:

- Become and develop as God's person,
- Build God's faith community, and
- Serve God's world.

#### **Article III – Invitation to Participate**

All women are invited to participate in American Baptist Women's Ministries. Each woman is encouraged to participate according to her own needs, interests, and gifts as led by the Spirit of God.

#### **Article IV – Officers and Coordinators**

Section I:

The officers and coordinators of American Baptist Women's Ministries of Area IV shall make up the Executive Board.

1. President
2. Secretary
3. Treasurer
4. Coordinator for Love Gift and Special Projects
5. Coordinator of Missions and Services Ministries
6. Coordinator of Personal Development Ministries
7. Coordinator of White Cross
8. Coordinator for ABGIRLS
9. Coordinator for Student Aid
10. Coordinator of Church and Community Ministries
11. Member-at-Large

Section II: Election and appointment

The officers of American Baptist Women's Ministries of Area IV shall be elected at the annual meeting (Spring Rally) upon nomination by the Nominating Committee or by nomination from the floor.

In one year, those to be elected shall be the President, Coordinator of Personal Development Ministries, Coordinator for Student Aid, and Coordinator for White Cross.

The next year, those to be elected shall be the Treasurer, Coordinator for Love Gift and Special Projects, and Coordinator of Missions and Service Ministries.

Adopted at Area IV Rally on October 7, 2017

The third year, those to be elected shall be the Secretary, the Coordinator of Church and Community Ministries, and Coordinator for ABGIRLS.

#### Section III: Vacancies

Vacancies which occur between elections shall be filled by the Executive Board upon recommendation of the Nominating Committee. The Nominating Committee may also recommend offices be combined. These appointments are subject to ratification by the Executive Board at its next meeting.

If the President is unable to fulfill her duties for a brief period of time, the area of Ministries who has the longest tenure in office shall assume the duties of the President on a temporary basis.

#### Section IV: Term of Office

The term of office shall be three (3) years and shall begin and terminate at the close of the annual meeting (Spring Rally) of Area IV. A woman elected or appointed to fill a vacancy for more than one (1) year of an unexpired term shall be considered to have served a full term. One who fills a vacancy of one (1) year or less of an unexpired term shall be eligible for a full term of office in the same or some other position.

#### Section V: Associate for Communications

The Associate for Communications will be appointed by the Executive Board for a one (1) year term.

### **Article V – Meetings**

The regular meetings of this organization shall be the two (2) annual meeting (Spring Rally and Fall Rally) to be held at times and places to be determined by the Executive Board. The organization may hold such other meetings as are deemed advisable by the Executive Board.

### **Article VI – Amendments**

This Constitution and Bylaws may be amended at any regular meeting of the American Baptist Women's Ministries of Area IV, by a two-thirds (2/3) vote of the members present and voting.

#### EITHER

Upon recommendation of the Executive Board and after written notice mailed to each local Church of such proposed amendment, at least thirty (30) days prior to the meeting at which it is to be presented for action.

#### OR

After written notice of such proposed amendment signed by at least ten (10) members from five (5) or more Churches, having been given at a previous regular Area IV meeting.

## **Article VII – Duties of Officers for Area IV**

### **Section 1: President**

The President of Area IV shall:

1. Plan and preside at meetings of the American Baptist Women's Ministries of Area IV which includes executive board meetings, Spring and Fall Rallies.
2. Be the recognized representative of American Baptist Women's Ministries of Area IV at area interdenominational organizations.
3. Coordinate the emphasis, plans, and policies of the organization with the Regional and other Area Boards.
4. Appoint committees as needed.
5. Appoint the Parliamentary Advisor and assist with the appointment of the Associate for Communications.
6. In accordance with suggestions received from the GRR President, give guidance to local Church presidents.
7. Prepare material pertaining to the office of president for Spring and Fall Rallies.
8. Be prepared to discuss the duties of the officers in Area IV.
9. Attend Region ABWM board meetings as scheduled and report back to the area on the special project, conference plans, and other information shared at the meeting.
10. Be appointed as a member of a Region committee, which shall meet during the regularly scheduled Region board meetings.
11. At Spring and Fall Rallies and executive board meetings, promote the special project and encourage attendance at the Annual ABWM Region Conference in June.
12. Attend the Spring and Fall American Baptist Area IV Gatherings and share American Baptist Women's Ministries of Area IV information
13. Attend annual ABWM Region Conference and National Conference, if possible.

### **Section 2: Secretary**

The Secretary of Area IV shall:

1. Attend the Spring and Fall Executive Board Meetings. Take minutes and distribute minutes from previous board meeting. Take attendance.
2. Mail a copy of the new officer list to the region president and GRR office in Springfield.
3. Maintain a file of all business minutes, copies of rally programs, attendance, and reports.
4. Attend the Spring and Fall Rallies. Take minutes of business meeting only. Prepare copies of the minutes from the previous rally and have copies available for distribution to those in attendance.
5. Retain a copy of the program, take attendance, and assist during the election of officers at the Spring and Fall Rallies.
6. Work with President and Associate for Communication when delivering information to Area IV Churches concerning Executive Board Meeting, Business Meeting at Rallies, directory, election of officers, revisions to constitution, and information for ABW Region.

### **Section 3: Treasurer**

Adopted at Area IV Rally on October 7, 2017

The Treasurer of Area IV shall:

1. Carefully oversee the finances and promote giving to American Baptist Women's Ministries. She shall deposit the money, write the checks, and monitor the accounts.
2. Receive, deposit, and disburse all funds.
3. Be responsible for:
  - a. Maintaining a checking account in the name of the organization, with at least one other authorized signature on the account.
  - b. Recording and depositing receipts promptly, noting the purpose for which they were given.
  - c. Promptly paying expenses which are covered in the budget.
  - d. Requesting approval from the Executive Board before paying for non-budgeted items.
  - e. Promptly forwarding monies designated for specific purposes.
  - f. Keeping accurate records of all transactions.
4. Report regularly at board meetings. Financial statements should be up-to-date and copies of all financial reports should be available for all participants.
5. Forward funds to the Region Treasurer and make sure there is a complete statement as to the designation of the funds.
6. Prepare a proposed budget for consideration of the board.
7. Be conversant about the funds collected. The Love Gift money does not go through the treasurer's books. This fund is handled separately. The treasurer should have knowledge of: National Support, Love Gift, Leadership Development Fund, Endowment Fund, Refit Fund, Special Projects, Scholarship Funds (Sally Peck Educational Fund), and Region Support.
8. Prepare materials pertaining to the office of treasurer for Spring and Fall Rallies. There should be a copy of the treasurer's report for handouts to those attending the rallies.
9. Attend Spring and Fall Rallies and Executive Board Meetings which are held in Spring and Fall of each year.

### Section 3: **Coordinator for Love Gift and Special Projects**

The Coordinator for Love Gift and Special Projects of Area IV shall:

1. Provide opportunities for each woman to serve God's world by studying issues of concern and becoming an advocate in meeting the physical and spiritual needs of others in our nation and in God's world.
2. Engage in mission education.
3. Be involved in American Baptist mission outreach.
4. Encourage inclusion of these ministries at Spring and Fall Rallies, Executive Board meetings, AB Gatherings, and ABWM Conference in June.
5. Present the challenge and promote plans for raising Love Gift offerings for the American Baptist United Mission.
6. Present the challenge and promote plans for raising Special Project offerings.

### Section 4: **Coordinator of Missions and Services Ministries**

The Coordinator for Missions and Services Ministries of Area IV shall:

Adopted at Area IV Rally on October 7, 2017

1. Identify and develop resources related to this area of ministry and to the Missionaries assigned to Area IV.
2. Engage in mission education and encourage inclusion in these ministries in programs and activities within Churches in Area IV.
3. Provide information (brochures, table displays, presentations) at Spring and Fall Rallies.
4. Seek guidance and information from the Region Coordinator of Missions and Service Ministries.

**Section 5: Coordinator of Personal Development Ministries**

The Coordinator of Personal Development Ministries of Area IV shall:

1. Identify and develop resources related to this area of ministry, which is designated to provide opportunities for each woman to become and develop as God's person by
  - a. Deepening her faith,
  - b. Developing her gifts, and
  - c. Becoming a more effective Christian disciple and steward.
2. Include these ministries at Fall and Spring Rallies and board meetings.

**Section 6: Coordinator of White Cross**

The Coordinator of White Cross of Area IV shall:

1. Be responsible for the promotion of White Cross for all Churches in Area IV.
2. Distribute to all Churches in Area IV the information received from the Great Rivers Region.
3. Offer information and White Cross activities at Spring and Fall Rallies.

**Section 7: Coordinator for ABGIRLS**

The Coordinator for ABGIRLS of Area IV shall:

1. Stimulate the formation and growth of all ages of girls in ABGIRLS and promote the program of ABGIRLS.
2. Plan programs for ABGIRLS at Spring and Fall Rallies.
3. Provide guidance to leaders of ABGIRLS in Area IV Churches.

**Section 8: Coordinator for Student Aid**

The Coordinator for Student Aid of Area IV shall:

1. Stimulate interest in Student Aid and promote its support in Area IV Churches.
2. Distribute information about applications for scholarship in Area IV Churches.
3. Promote information (brochures, table displays, and presentation) for Spring and Fall Rallies.

**Section 9: Coordinator of Church and Community Ministries**

The Coordinator of Church and Community Ministries of Area IV shall:

1. Identify and develop resources related to this area of ministry and encourage the inclusion of these ministries at Spring and Fall Rallies.
2. Provide opportunities to build God's faith community by:
  - a. Developing relationships with Churches in Area IV;
  - b. Being the body of Christ, the church

Adopted at Area IV Rally on October 7, 2017

- c. Studying issues of concern and becoming involved in meeting the physical and spiritual needs of others among churches in Area IV.
3. Prepare information (brochures, table displays, and presentations) for Spring and Fall Rallies.

#### Section 10: **Associate for Communication**

The Associate for Communication of Area IV shall:

1. Be responsible for preparing a directory for Area IV ABW Ministries.
2. Shall obtain the name of Area IV ABW Ministries officers and local officers of the Churches in Area IV.
3. Publish the same in the directory.
4. Provide copies for Area IV ABW Ministries officers, the Region ABWM President, the Great Rivers Region Office and a copy to the President of each group.
5. The Associate for Communications will be required to attend the Area IV Executive Board meetings.

### **Article VIII – Executive Board of Area IV**

#### Section 1: Membership

The Executive Board shall consist of all elected officers (11). (Article IV, Section 1)

#### Section 2: Duties of Executive Board

The Executive Board shall:

1. Meet in the early fall and early spring. The suggested dates will be following the Region Board Meetings. The quorum shall be one-third (1/3).
2. Plan calendar dates for the following year during the spring meeting.
3. Develop plans for Spring and Fall Rallies. Representative from hosting Church may be invited to present outline of program.
4. Conduct official business including reports from all officers.
5. Appoint Nominating Committee of no less than three (3). The committee members shall represent different geographical locations within Area IV.
6. Appoint Associate for Communication.
7. Fill vacancies upon recommendation of the Nominating Committee. These appointments are subject to ratification by the Executive Board at its next meeting.

### **Article IX – Rules of Order**

The rules contained in Robert's Rules of Order, Revised Edition shall govern the organization in all cases to which they are applicable and in which they are not consistent with the Bylaws or the special rules of order of the organization.

### Standing Rules

1. It is understood that all officers, coordinators, and associates shall use and promote denominational and approved interdenominational literature and materials.
2. It is understood that the Nominating Committee shall make every effort to avoid naming any of its members for election to office.
3. Expenses for the president and member-at-large to scheduled board meetings and women's conference of the American Baptist Women's Ministries of the Great River Region shall be paid by Area IV.
4. Expenses for officers, coordinators, associates, member-at-large and standing committee chairperson to the Executive Board meeting other than a meeting held in conjunction with the Spring and Fall Rallies shall be paid by Area IV.
5. Mileage shall be paid at the going rate set by GRR which is 30 cents per mile. Postage at will be at current rate.
6. In order to finance the work of Area IV, the society from each Church in Area IV shall pay \$1.00 per member. The year shall be from May 1 through April 30.
7. Description of funds to which societies from each Church in Area IV are asked to contribute:
  - a. Area Dues - \$1.00 per member from each ABW Society in an Area IV Church
  - b. The Region Dues - \$1.00 per member.
  - c. The Sallie Peck Memorial Student Aid Fund - \$1.00 per member.
  - d. The National Support Fund - \$1.00 per member.
  - e. The Refit (Outfit) Fund – \$1.00 per member.
  - f. The Region Special Project – as desired.
  - g. Assigned Missionary Fund – as desired.
  - h. ABGIRLS – as desired.
  - i. Love Gift – as desired.

The Constitution and Bylaws shall be reviewed at least every three (3) years by a committee appointed by Executive Board.

Last review: October 7, 2017