

BYLAWS OF THE EPISCOPAL CHURCH WOMEN DIOCESE OF CENTRAL FLORIDA

November 2008

ARTICLE I - Name

The name of this Organization shall be the Episcopal Church Women (ECW), Diocese of Central Florida.

ARTICLE II - Purpose

The purposes of this Organization shall be:

1. To respond to Jesus Christ.
2. To witness, work and pray for the spread of God's kingdom, submitting to and being guided by the Holy Spirit.
3. To communicate and implement the purposes and work of the Episcopal Church USA within the Diocese of Central Florida.

ARTICLE III - Members

Members of this Organization shall consist of any and all women of all parish and mission congregations within the Diocese Central Florida.

ARTICLE IV - Officers

Section 1. Officers:

The officers of this Organization shall be: President, Vice President, Secretary, Treasurer, United Thank Offering (UTO) Coordinator and Church Periodical Club (CPC) Director.

Section 2: Nominations:

The Nominating Committee shall present to the Annual Meetings at least one candidate for each office to be filled. Nominations may be made from the floor, provided the consent of the nominee has been obtained.

Section 3. Elections:

A. All officers shall be:

- (1) Elected for a term of two (2) years.
- (2) Shall be eligible to serve consecutive terms, providing there are no other candidates for the office.

B. All elections shall be:

- (1) By ballot.
- (2) Or, in the case of a single candidate for an office, the assembly shall vote by affirmation.

C. The election of the President, Vice President and United Thank Offering Coordinator shall be held at Annual Meetings in even numbered calendar years and each second year thereafter.

D. The election of the Secretary, Treasurer and Church Periodical Club Director shall be held at the Annual Meetings in odd numbered calendar years and each second year thereafter.

E. The Officers shall:

- (1) Assume their duties immediately following the Annual Meeting.
- (2) Deliver the files of the office to her successor immediately following the Annual Meeting.

Section 4. Vacancies:

A. In the event of a vacancy in the office of president, the Vice President shall fill the unexpired term of the President.

B. In any elected office, except that of president, the President, with the approval of the Executive Board, shall appoint a member to fill the vacancy.

Section 5. Duties:

A. The President shall:

- (1) Preside at all meetings of the Organization, including Executive Board meetings and special called meetings.
- (2) Have general supervision of the Episcopal Church Women.
- (3) Appoint all committees and chairmen other than those provided for in these Bylaws.
- (4) Be an ex-officio member of all committees except the Nominating Committee.
- (5) Submit a written report at Annual Meetings.
- (6) Submit a written annual report to the Annual Convention of the Diocese to be included in the Convention's Annual Journal.
- (7) Appoint a Parliamentarian.
- (8) Perform such other duties as may be required.

B. The Vice President shall:

- (1) Assist the President.
- (2) Perform in the absence or incapacity of the President all the duties of the Office of President.
- (3) Perform such other duties as may be assigned to her by the President or Executive Board.
- (4) Be custodian of The Book of Remembrance.

C. The Secretary shall:

- (1) Keep accurate records of the procedures of all meetings of the Organization and the Executive Board.
- (2) Distribute copies of approved minutes to members of the Executive Board.
- (3) Send out notices of all meetings
- (4) Conduct general correspondence.
- (5) Maintain a copy of the Bylaws and distribute or post Bylaws as directed by the president.

D. The Treasurer shall:

- (1) Submit to the Executive Board a proposed budget for the next fiscal year prior to the Annual meeting.
- (2) Disburse funds as authorized in the budget.
- (3) Forward all monies given for special causes.
- (4) Annually prepare and distribute the Gift of Support letter to each parish or woman's guild in the Diocese
- (5) Submit financial reports for Board members at interim Board meetings.
- (6) Submit and distribute a written financial report at Annual Meeting.
- (7) Shall prepare a financial budget for the next fiscal year to be submitted to the Executive Board for approval and for ratification at the next Annual Meeting.
- (8) Submit accounts for financial review prior to transmission to successor.
- (9) Send copy of proposed budget to the Diocesan Administrator.

E. The United Thank Offering Coordinator shall:

- (1) Follow the directions of the National Executive Council, USA.
- (2) Maintain contact with UTO representatives in each ECW parish and mission.
- (3) Send a copy of all mailings to the President.
- (4) Submit a written report at Annual Meetings.

F. The Church Periodical Club Director shall:

- (1) Follow the direction of the National Board of the CPC.
- (2) Maintain contact with CPC representatives in each ECW parish and mission in the Diocese.
- (3) Send a copy of all mailings to the President.
- (4) Submit a written report at Annual Meetings.

ARTICLE V- Meetings

Section 1. Annual Meetings:

A. Annual Meetings shall be held at a time and place decided upon by the Executive Board.

B. Voting Body:

(1) The voting body at Annual Meetings shall consist of every ECW member present.

(2) Members of the Executive Board.

C. Resolutions:

Resolutions for presentation at Annual Meetings shall be submitted to the Diocesan ECW President at least two (2) months prior to Annual Meetings and posted on the web site.

Section 2. Special Meetings:

Special meetings of the ECW, Diocese of Central Florida, may be called by the Executive Board or shall be called upon request of the presidents of one-fifth of the total number of parishes and missions in the Diocese.

ARTICLE VI - Executive Board

Section 1. Members:

The Executive Board shall consist of:

A. Six (6) elected officers and

B. Five (5) Deanery Directors for a total of eleven (11) members.

Section 2. Meetings:

A. The Executive Board shall convene at least three (3) times annually. Conference calls will fulfill the requirement for a meeting.

B. Special meetings may be called by the President or may be called upon request by at least five (5) members of the Board.

Section 3. Quorum:

A quorum shall consist of three-fourths of the members of the Executive Board

Section 4. Duties

The Executive Board shall:

A. Implement the purposes of this Organization as stated in Article II.

B. Suggest plans and methods of work.

C. Act for the Organization between meetings.

D. Approve a financial budget each year.

E. Make and execute plans for Annual Meetings.

F. Interpret these Bylaws, its decision being final.

G. Enact rules for the operation of the Organization.

ARTICLE VII – Committees

Section 1. Standing Committees:

Standing committees shall be appointed by the President with the approval of the Executive Board, which shall designate the duties of the Standing Committees.

Section 2. Special Committees:

Special committees shall be appointed by the President with the approval of the Executive Board, which shall designate the duties of the Special Committees.

ARTICLE VIII - Deaneries

Section 1. Boundaries:

Boundaries of deaneries shall be established Diocese of Central Florida and are currently named Northwest, Northeast, Central, Southwest and Southeast Deaneries.

Section 2. Meetings:

Meetings shall be held in Deaneries at least yearly with additional meetings being optional.

Section 3. Directors:

- A. Shall be elected within each Deanery for a term of two (2) years.
- B. Shall be eligible to serve more than two (2) consecutive terms, providing there are no other candidates for the position.
- C. Shall assume office at the conclusion of the Annual Meeting.
- D. Duties:
 - (1) Shall preside at all meetings of the Deanery.
 - (2) Shall have general supervision of the work of the Deanery.
 - (3) Shall notify the Diocesan ECW President and Secretary of all changes in the Deanery, such as changes in roster, meetings and other pertinent information

ARTICLE IX - Finances and Fiscal Policy

Section 1. Administrative Fund:

Each ECW parish or mission within the Diocese shall be encouraged to provide a Gift of Support. A Gift of Support of \$100.00 will enable the Diocese of Central Florida ECW to meet expenditures of the Organization, provide member support for Diocesan, District and National functions and to expand our ministry in the coming years.

Section 2. Fiscal Year:

The fiscal year shall be from the commencement of the Annual Meeting to the subsequent Annual Meeting.

Section 3. Financial Review:

All accounts of the Treasurer, UTO Coordinator and CPC Director shall be subject to a financial review before the officer transmits materials to her successor.

ARTICLE X - Amendments

These Bylaws may be amended at any Annual Meeting by a two-thirds vote of members present, due notice having been given in writing to the Executive Board two (2) months prior to Annual Meetings.

ARTICLE XI - Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority of all matters of procedure not specifically covered by the Bylaws or special rules of order adopted by this Organization.

BYLAWS REVISION COMMITTEE:

Kay Ikeler, Diocesan ECW Treasurer

St. Thomas Episcopal Church - Eustis Florida

Regina S. Harris Diocesan ECW Secretary

St. Timothy's Episcopal Church - Daytona Beach Florida

Sara Castelli, Diocesan ECW Northwest Deanery Director

St Mary's Episcopal Church - Belleview Florida