

# Episcopal Church Women of East Tennessee

## By-Laws:

### ARTICLE I

#### NAME

The name of this organization shall be the Episcopal Church Women, Diocese of East Tennessee.

### ARTICLE II

#### PURPOSE

The purpose of the Church Women shall be to promote the Mission of the Church in the home, parish, community, diocese, nation and world through worship, study, work, and gifts.

### ARTICLE III

#### MEMBERSHIP

All women in each parish and mission in union with the Diocese of East Tennessee are members of this organization. However, in order to be a delegate to the Annual Meeting or serve as an officer of the Diocesan ECW, she must be a confirmed Episcopalian.

### ARTICLE IV

#### STATUS

The Episcopal Church Women of East Tennessee is an integral part of the Diocese of East Tennessee. As such, it is subject to and governed by the Constitution and Canons of the Diocese and of the National Church. These By-Laws have been drawn and established under those Constitutions and Canons, and any inconsistency which may be discovered between them is intended to be resolved in favor of the latter.

### ARTICLE V

#### ANNUAL MEETING

Sec. 1. Date and Place. The Annual Meeting shall be held on a date and at a place determined by the Diocesan Board and the Bishop.

Sec. 2. Qualifications. The Annual Meeting shall be open to all the Episcopal Church Women of the Diocese. Each of these shall be entitled to one vote only, and absentee or proxy voting shall not be permitted. Clergy in attendance shall have the privilege of debating but no vote.

Sec. 3. Business. The delegated body of the Annual Meeting shall act upon those items required by these By-Laws, the adoption of the budget for the ensuing year and the official business adopted for the agenda. No other business shall be added to the agenda unless consent is given by a two-thirds vote.

Sec. 4. Quorum. Representatives of one-third of the organized branches shall constitute a quorum.

Sec. 5. Elections. The Nominating Committee shall choose a slate of candidates ( selected from nominations submitted) for the elective offices enumerated in Article VI, Sec. 1. The Nominating Chairman shall distribute to the Branch Presidents a copy of the slate of nominees. Additional nominations, not previously submitted, may be made to Nominating Committee in writing no less than one month prior to the Annual Meeting, provided that the necessary approval has been obtained. If there are no further nominations for an office, the proposed nominee shall be declared elected. If there is more than one candidate for any office, the vote shall be by ballot; a majority of votes cast shall elect.

## ARTICLE VI OFFICERS

Sec. 1. Enumeration, Selection, and Term of Office. The officers shall be a Diocesan President, President-Elect, Secretary, Treasurer, United Thank Offering Coordinator, and Chairman for Altar, Christian Missions, and Nominations. These officers shall be elected by the Annual Meeting as prescribed in ARTICLE V, Sec. 5, to serve a term of two years or a shorter, unexpired term. The President- Elect will serve a one-year term. They shall be installed during the Annual Meeting at which they are elected and shall assume office on January 1. No officer except the Treasurer shall be eligible for the same office for two consecutive terms.

In the event that an elected officer is not able to fulfill her responsibilities, the Diocesan ECW Board by a 2/3 vote may give the Board President the authority to relieve that officer of her position.

The Election of the President, Secretary and Chairman for Missions and Nominations shall be at the Annual Meeting held in odd years; the election of the President- Elect, UTO Coordinator, and Altar Chairman shall be at the Annual Meeting held in even years.

### Sec. 2. Duties and Powers

President. The President shall preside at all meetings of the Diocesan Church Women, the Board, and the Executive Committee, and shall have general supervision of the work of the Church Women of the Diocese.

Subject to Board election, she shall appoint all members of the Standing Committees as specified in ARTICLE IX. With the approval of the Board, she shall fill by appointment any vacancy occurring among the officers until the following annual meeting. In the event that she is not able to serve in this capacity and in the absence of a President-Elect, the Diocesan Board shall be empowered to elect a President pro-tem until a President can be elected by the next Annual Meeting. She may appoint such special committees as are necessary, the terms of which may not extend beyond her term as President. She shall be an ex-officio member of all committees, except the Nominating Committee. She may, in the absence or disability of the treasurer, sign and endorse checks.

President-Elect. The President –Elect shall serve a one-year term before ascending to the office of President. She shall attend all meetings of the Diocese Church Women and the Board. She shall preside in the absence of the President. She shall serve on committees as desired by the President. In the event of resignation or illness of the President, she shall assume her office.

Secretary. The Secretary shall keep the minutes of the Annual Meetings and of the Diocesan Board meetings. She shall be responsible for the compilation and distribution of the Diocesan Yearbook and for maintaining an accurate roster of all officers of each Branch. She shall assist with correspondence as directed by the President.

Treasurer. The Treasurer, who shall be bonded, shall receive all monies and shall deposit same in the name of the Episcopal Church Women , Diocese of East Tennessee, in such bank or banks as she may determine with the approval of the Diocesan Board; Disburse all money as directed by the Board; keep an accurate record of all receipts and disbursements. She shall, one month prior to the Annual Meeting, distribute to the branch presidents a copy of the proposed budget, which has been approved by the Board. At the Annual Meeting she shall present the budget for adoption.

United Thank Offering Coordinator. The United Thank Offering Coordinator, who shall be bonded, shall receive and deposit in a bank approved by the Diocesan Board all United Thank Offering monies. A report of each Branch's ingathering shall be sent to the United Thank Offering Coordinator. The United Thank Offering monies collected during the year shall be disbursed by the United Thank Offering Coordinator at the appropriate time to the Treasurer of the National Executive Council.

Altar Chairman. The Altar Chairman, who shall be bonded, shall assist parishes and missions in ordering vestments and other Altar accessories, respond to requests to help missions, communicate pertinent information,

and supply an appropriate gift to each seminarian to celebrate his/her ordination to the Diaconate.

Christian Missions Chairman. The Christian Missions Chairman may contact the office of the National Church for suggestions for a Mission Special for the year and keep the branches informed of the status of Mission Specials as well as special projects where their support is needed.

Nominations Chairman. The Nominations Chairman shall solicit nominations from all the branches for the offices to be filled and shall present at least one candidate for each office.

## ARTICLE VII

### DIOCESAN BOARD

Sec. 1. Composition. The Diocesan Board shall consist of the elected officers and all other committee chairmen; the Bishop of the Diocese; and the retiring President for one year.

Sec. 2. Powers. The Board shall be entrusted with the general supervision of the work of the Church Women and exercise such powers as are necessary to forward its work. The board shall elect three members to serve on the Executive Committee, and shall elect delegates and alternates to the Triennial Meeting of the Episcopal Church Women enumerated in Article X, Sec. 1.

Sec. 3. Meetings. There shall be at least three meetings of the Board annually as called by the President.

Sec. 4. Quorum. A majority of the members of the Board shall constitute a quorum, and a majority of the members in attendance at any Board meeting shall in the presence of a quorum decide its action.

## ARTICLE VIII

### EXECUTIVE COMMITTEE

Sec. 1. Composition. The Executive Committee shall consist of the President and three other members who shall be elected by the Board from its membership for a term of one year.

Sec. 2. Powers. The Executive Committee shall transact any business requiring immediate attention between the Diocesan Board meetings. The Board may authorize the Executive Committee to perform between scheduled meetings of the Board such duties, other than those specifically designated for the Board in these By-Laws, as the Board may deem expedient.

Sec. 3. Meetings. The Executive Committee shall meet at the call of the President or upon request of three of its members, and a majority of the members of this committee shall constitute a quorum. It shall keep minutes

of each meeting and make a report to the Diocesan Board at such meeting of the Board.

## ARTICLE IX STANDING COMMITTEES

Sec. 1. Enumeration. The Standing Committees shall be:

Finance Committee. The members shall be a Chairman, the Treasurer, and at least two or three additional members.

By-Laws Committee. The members shall be a Chairman and at least one Board member.

Nominating Committee. The members shall be a Chairman and two to four additional members.

Sec. 2. Duties. The purpose and duties of each Standing Committee shall be established by the Board. A job description of each committee, as approved by the Board, shall be kept in the files by the Secretary.

Sec. 3. Advisory Board. Each branch which has paid its pledge for the preceding year and is not represented on the Diocesan Board, shall appoint one member to serve on the Advisory Board. The Advisory Board shall meet with the Diocesan Board to give suggestions and advice. It shall have voice, but no vote.

## ARTICLE X DELEGATES TO THE TRIENNIAL MEETING OF THE EPISCOPAL CHURCH WOMEN

The delegates, one of whom shall be the Diocesan President or President-Elect, and alternates shall be elected by the Diocesan Board at least six months before the Triennial Meeting is held. The President shall fill in by appointment vacancies in the delegation for which no alternate is available.

## ARTICLE XI AMENDMENT TO THE BY-LAWS

Sec. 1. These By-laws may be amended by a two-thirds vote at any Annual Meeting, provided the amendment has been proposed by the By-Laws Committee and approved by the Board and has been sent in writing to each Branch in the Diocese at least one month before the Annual Meeting.

Sec. 2. The By-Laws may be edited by the Diocesan Board for clarification or for routine procedures. These changes shall in no way alter the intent of the By-Laws.