

Constitution and By-Laws

of

Women Ministries of the Northwest Conference

of

The Evangelical Covenant Church

Approved at Annual Meeting of WMNWC March 18, 2017

# **CONSTITUTION**

## **OF THE**

## **WOMEN MINISTRIES OF THE NORTHWEST CONFERENCE**

## **OF THE EVANGELICAL COVENANT CHURCH**

### **ARTICLE I**

#### **Name**

- Section 1 The name of this ministry shall be Women Ministries of the Northwest Conference (which will be referred to as WMNWC for the remainder of this document) of the Evangelical Covenant Church (ECC).

### **ARTICLE II**

#### **Purpose**

- Section 1 As women sharing a faith in Jesus Christ, we unite to
- a. advance the kingdom of God through worshipping, working, and witnessing in all areas of our life: the home, the community, the nation, and the world;
  - b. grow in personal devotion to Jesus Christ as Lord and Savior;
  - c. provide for Christian fellowship and affirmation of the spiritual gifts of women and providing resources and opportunities for growth in leadership skills and Christian maturity.
- Section 2 We seek to achieve these goals by prayer, study, service, and giving, supporting the work of the Evangelical Covenant Church.
- Section 3 We seek to bring the women of our churches into active participation with the denominational Women Ministries.

### **ARTICLE III**

#### **Coordinated Women Ministries**

- Section 1 Each Northwest Conference congregation may have coordinated women ministries. All such women ministries are invited to participate in Women Ministries of the Northwest Conference.

**ARTICLE IV**  
Administration

- Section 1      The officers of this ministry shall be president, secretary, financial secretary, treasurer and every three (or five) years the president-elect. These officers shall constitute the Executive Board.
- Section 2      The Executive Board, the chairs of focused ministries, the district presidents, and the other appointed ministry leaders (e.g. AVA, Renewal, Inclusion) shall constitute the Board of Directors.
- Section 3      Other ministry leaders may be appointed as needed and will be members of the Board of Directors. (Examples of those ministries are: AVA, Inclusion and Renewal Chairwoman)
- Section 4      All members of the Executive Board must be members of a local congregation of the Evangelical Covenant Church.
- Section 5      No part of the net earnings of the organization shall inure to the benefit of, or be distributable to any of its members, officers, or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes.

**ARTICLE V**  
Annual Meeting

- Section 1      The annual meeting shall be held at such time as may be specified in the By-Laws.
- Section 2      The annual meeting is the legislative assembly and shall be composed of all women in attendance at this meeting.

**ARTICLE VI**  
Amendments

- Section 1      Amendments to this constitution must be introduced in writing at the annual meeting but cannot be acted upon until the following annual meeting. In order to be adopted, the amendments must receive the affirmative vote of two-thirds of all votes cast.

**BY-LAWS**  
**OF WOMEN MINISTRIES OF THE NORTHWEST CONFERENCE (WM NWC)**  
**OF THE EVANGELICAL COVENANT CHURCH (ECC)**

**ARTICLE I**  
Annual Meeting

- Section 1      The annual meeting of WMNWC of the ECC shall be held at a time and place to be designated by the Board of Directors.
- Section 2      Nominations and Elections
- a.    Election of officers and chairs of focused ministries shall be held in compliance with Article III of the By-Laws.
  - b.    A president-elect shall be elected for a term of one year at the beginning of the third or fifth year of the presidential term. So, if the president chooses to run for a second term, there will be no president-elect until the 5<sup>th</sup> year of her term.
  - c.    Nominations will be solicited from the women participating in Women Ministries and from the Board of Directors. The ballot will be presented to the annual meeting.
  - d.    Candidates for all offices shall be elected by ballot at the annual meeting. Nominations of additional candidates may be made from the floor. Officers shall be elected for three-year terms and shall be eligible to succeed themselves for one three-year term. The election shall be by a majority of votes cast.
  - e.    Candidates for chairs of Focused Ministries shall be elected by ballot at the annual meeting. Nominations of additional candidates may be made from the floor. Elections shall be scheduled in such a manner that the terms of all chairs will not expire the same year. Focused Ministries chairs shall be elected for three-year terms and shall be eligible to succeed themselves for one three-year term. The election shall be by a majority of votes cast.
  - f.    Committees may be appointed by the Focused Ministries chairs with approval by the Board of Directors.
  - g.    The other appointed ministry leaders (e.g. AVA, Inclusion, Renewal) shall be appointed each year by the Executive Board and shall be eligible for unrestricted succession.
  - h.    Vacancies occurring during the term of office shall be filled by appointment by the Board of Directors.

## ARTICLE II Administration

- Section 1      The **Consultant for** WM NWC shall be nominated by the WMNWC Board of Directors, approved by the NWC superintendent, and elected by the WMNWC annual meeting for a term of three years. She is eligible for consecutive terms. She shall be responsible to the WMNWC Board of Directors and shall maintain a working relationship with the superintendent of the NWC. She shall give general supervision to the development of Women Ministries, its life and program, and carry out the directives of the WMNWC Board of Directors and the WMNWC annual meeting. She shall work closely with the district and conference boards and committees, of which she shall be an ex-officio member. She shall make periodic reports to the WMNWC Board and make a report to the annual meeting of WMNWC.
- Section 2      The Director of Women Ministries of the Evangelical Covenant Church (ECC) shall be an ex-officio member of the WMNWC Board of Directors.
- Section 3      The **Executive Board** shall:
- a. Appoint such committees as are needed and not otherwise provided for in these By-Laws.
  - b. Transact emergency business for the Board of Directors between meetings of the Board.
  - c. Meet at the call of the president.
- Section 4      The **Board of Directors** shall:
- a. Conduct the business of this ministry between annual meetings.
  - b. Fill vacancies of officers and focused ministries chairs between annual meetings.
  - c. Meet at least twice annually.
  - d. Appoint other committees as deemed necessary by the Board of Directors.
  - e. Communication by telephone, email and online meetings will be used to conduct business between board meetings.
  - f. Meeting by means of electronic communication. Members of the Board of Directors or any committee designated by such board, may participate in a meeting of such board or committee by means of conference telephone or similar means of communication by which all persons participating in the meeting can simultaneously hear each other and participation in a meeting pursuant to this section shall constitute presence in person at such a meeting.

## ARTICLE III

### Officers

- Section 1 The **President** shall have general supervision of all affairs, prepare board agendas, prepare the agenda of the annual meeting, with the approval of the Board of Directors, and be ex-officio member of all committees of the ministry. The president is an ex-officio member of the NWC Board. She may designate another representative to attend those meetings. She shall attend all Women Ministries of the ECC meetings and shall attend Triennial. She shall promote Recognition Awards and Fund of Remembrance programs. In the absence or disability of the president, the Board of Directors will appoint a representative to fulfill the president's duties.
- Section 2 The **Secretary** shall keep accurate records of the business and other meetings of the ministry, the Executive Board, and the Board of Directors. She shall furnish the Board of Directors with copies of the minutes and perform other duties as assigned.
- Section 3 The **Financial Secretary** shall receive and acknowledge all income of the ministry and keep accurate records. She shall deposit all income and report to the treasurer, submit books for financial review at the close of each fiscal year, and present a written report to the annual meeting. She shall make available information to encourage giving to the NWC and denominational projects of Women Ministries. She shall perform other duties as assigned.
- Section 4 The **Treasurer** shall keep accurate records of all monies received and disbursed, pay all bills, disburse all designated funds, submit books for audit or review at the close of the fiscal year, present a written report to the annual meeting and perform other duties as assigned.
- Section 5 The **President-Elect** shall assist the president in the execution of her duties and familiarize herself with the work of the ministry in preparation for her presidency and perform other duties as assigned.

## ARTICLE IV

### Focused Ministries and Appointed Ministry Leaders

- Section 1 To implement the programs of Women Ministries there shall be chairs of the following focused ministries:
- a. Make and Deepen Disciples (MDD)
  - b. Serving Globally
  - c. Love Mercy, Do Justice (LMDJ)
  - d. Communication Ministry
- Section 2 The **Make and Deepen Disciples** chair shall:
- a. Refer for direction to the ECC Women Ministries website.
  - b. Promote leadership training opportunities.
  - c. Recommend Bible study programs and literature for the deepening of spiritual life and evangelism.

- d. Help to secure the speaker for the annual meeting.
- e. Present an exhibit or display and a report at the annual meeting.
- f. Perform other duties as assigned.

- Section 3 The **Serving Globally** chair shall:
- a. Refer for direction to the ECC Women Ministries website.
  - b. Assign Special Interest Missionaries (SIMs) to districts, communicate SIM Priority Project requests.
  - c. Inspire and challenge women to participate in the many opportunities for missionary service at home and abroad.
  - d. Present an exhibit or display and a report at the annual meeting.
  - e. Perform other duties as assigned.

- Section 4 The **Love Mercy, Do Justice** chair shall:
- a. Refer for direction to the ECC Women Ministries website.
  - b. Encourage and promote materials for inclusion ministries.
  - c. Stress Christian citizenship and social justice issues (e.g. trafficking, legislation, education, and social concerns).
  - d. Promote AVA and Mending the Soul
  - e. Promote networking among Women Ministries of the ECC and local congregations.
  - f. Present an exhibit or display and a report at the annual meeting.
  - g. Perform other duties as assigned.

- Section 5 The **Communication Ministry** chair shall:
- a. Refer for direction to the ECC Women Ministries website.
  - b. Write or solicit articles for publication on the WM NWC website and for other Covenant media.
  - c. Provide help with electronic communication.
  - d. Collect and file newspaper publicity, pictures of historical value, and historical information concerning conference, district, and local Women Ministries groups.
  - e. Perform other duties as assigned.

- Section 6 Other appointed ministry leaders shall:
- a. Refer for direction to the ECC Women Ministries website.
  - b. Present reports to the Board of Directors at the Board Meetings.
  - c. Perform other duties as assigned.

## **ARTICLE V**

### Finances

- Section 1 The budget for WMNWC shall be proposed by the Board of Directors of WMNWC and shall be secured in a manner determined by the Board of Directors and approved by the voting body.

Section 2 Funds shall be collected and expended as directed by the Board of Directors.

Section 3 Reimbursement for expenses shall be:

- a. President – all necessary expenses for required meetings.
- b. Officers, focused ministries chairs, and appointed ministry leaders – reimbursement for travel.
- c. Consultant – all necessary expenses.

Section 4 Duration/Dissolution of the organization -  
The duration of the organization existence shall be perpetual until dissolution. Upon dissolution of the organization, the directors shall, after paying or adequately providing for the debts and obligations of the organization, distribute the assets to the Evangelical Covenant Church Women Ministries.

## **ARTICLE VI**

### Reports

Section 1 The president will request a written annual report from functioning districts and will share them with the Board of Directors.

Section 2 The conference president shall submit requested information to the Director of Women Ministries of the ECC.

Section 3 The conference president and consultant shall submit requested information to all NWC representatives.

## **ARTICLE VII**

### Amendments

Section 1 Amendments to these By-Laws may be acted upon at an annual meeting. Amendments must be introduced in writing to the Board of Directors at their semi-annual board meeting. Notice of the proposed amendments shall be published at least thirty days prior to the annual meeting. In order to be adopted, the amendments must receive a majority of all votes cast.