

Episcopal Church Women
Saint Monica's Episcopal Church
Cantonment, Florida

BY-LAWS

ARTICLE I - NAME

The name of this organization shall be the Episcopal Church Women of Saint Monica's Episcopal Church.

ARTICLE II - PURPOSE

The purpose of this organization shall be to enlist the active participation of the women of Saint Monica's in carrying out the mission of the Church.

ARTICLE III - MEMBERS

All women communicants of Saint Monica's Episcopal Church, Cantonment, Florida, shall be members of the organization.

ARTICLE IV - OFFICERS

Section 1. Officers. The officers of this organization shall be president, vice-president/president elect, secretary, and treasurer.

Section 2. Nominations. At the last business meeting of the year, the nominating committee shall present a slate from the nominations received in advance, the consent of the nominees having been obtained. If there is only one candidate for an office, the vote may be a show of hands. Otherwise the vote shall be by ballot. A majority shall constitute an election.

Section 3. Elections.

- a. Officers shall be elected annually.
- b. Officers shall be eligible for no more than two consecutive terms in the same office.
- c. Vacancies in office shall be filled by appointment of the Executive Committee until the next regular election.
- d. The president may appoint a UTO Chairman.

Section 4. Duties.

- a. President. The president shall have oversight of all work and shall appoint committees not otherwise provided for. She shall preside at all meetings.

b. Vice-President/President Elect. The vice-president shall assist the president and in the absence of the president shall perform all the duties of that office.

c. Secretary. The secretary shall keep a record of the proceedings of all meetings of the organization; issue notices of all meetings; and conduct the correspondence.

d. Treasurer. The treasurer shall submit a financial report at the first meeting of the following year.

e. UTO Chairman. The UTO chairman shall endeavor to increase knowledge of and deepen the interest of this offering; she shall provide materials, ideas for programs, and arrange the ingathering, record gifts that she shall forward to the treasurer, that in turn shall be sent to the UTO treasurer in the Diocesan Office.

ARTICLE V. – MEETINGS

The organization shall hold meetings on the third Sunday of each month, or at a time designated by the officers. Additional meetings may be necessary to work on projects.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the duly elected officers and the immediate past president.

Section 2. The meetings of the executive committee shall be at the call of the president or upon written request of three members. A majority of the membership shall constitute a quorum.

Section 3. The executive committee shall be responsible for the transaction of the business of ECW between meetings of the body and shall make a complete report of each meeting.

ARTICLE VII - FINANCE

Section 1. Support from each member shall be voluntary and shall be deposited by the treasurer to the church bookkeeper.

Section 2. The fiscal year shall be from January 1 to December 31.

Section 3. The ECW Finances shall be audited annually in conjunction with the Annual Church Audit.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised shall be the parliamentary authority for all matters of procedures not specifically covered by the bylaws or by special rules adopted by the organization.

ARTICLE IX - AMENDMENTS

These bylaws may be altered or amended by a majority present after the changes have been printed and disseminated thirty days prior to the meeting.

Revised: October 2014