

**BYLAWS  
EPISCOPAL CHURCH WOMEN  
DIOCESE OF ARKANSAS**

**ARTICLE I NAME AND PURPOSE**

The name of the organization shall be the Episcopal Church Women, Diocese of Arkansas, herein known as Arkansas ECW. The purpose of the organization shall be to assist the women of the Episcopal Church of Arkansas to carry on Christ's work of reconciliation, mission and ministry in the community, nation and the world and to take their place in the life, governance and worship of the church.

**ARTICLE II MEMBERS**

All women, by virtue of their membership in the Episcopal Church, are members of the Episcopal Church Women.

**ARTICLE III OFFICERS**

**ELECTED OFFICERS**

Section 1 The elected officers of the Arkansas ECW Board of Directors shall be the President, Vice President, Secretary, Treasurer, Church Periodical Club Coordinator, United Thank Offering Coordinator, Northwest Convocation Coordinator, Northeast Convocation Coordinator, Central Convocation Coordinator, Southwest Convocation Coordinator, and Southeast Convocation Coordinator.

The President, Vice President, Secretary, and Treasurer will serve as the Executive Committee of the Arkansas ECW Board of Directors.

The Bishop will appoint the Diocesan Altar Guild Coordinator.

Section 2 The elected officers will be elected at the annual Diocesan meeting and will serve a three-year term. They will assume their duties at the close of the meeting at which they are elected.

Section 3 Any person having served a minimum of two years on the Arkansas ECW Board of Directors is eligible to be nominated for the position of President.

Section 4 Any member of Arkansas ECW can be nominated for an office.

Section 5 No person shall serve more than two (2) consecutive elected terms in the same office or more than four (4) consecutive three-year elected terms on the Board, regardless of office. After two years off the Arkansas ECW Board of Directors, a person may be appointed or elected to a position on the Board.

Section 6 The Executive Committee shall fill all vacancies by appointment with the approval of the Arkansas ECW Board of Directors.

Section 7 Officers shall be elected according to the following rotation:

- President, Vice President, Southwest Convocation Coordinator, and Northeast Convocation Coordinator will be elected in the same year.
- United Thank Offering Coordinator, Church Periodical Club Coordinator, Southeast Convocation Coordinator, and Central Convocation Coordinator will be elected in the same year.
- Secretary, Treasurer, and Northwest Convocation Coordinator will be elected in the same year.

Section 8 Duties of the Officers

a. President

1. Calls, presides, and chairs all regular and special meetings
2. Chairs Executive Committee
3. Appoints and creates committees necessary to conduct Arkansas ECW business, with approval of the Board
4. Holds authority to write and sign checks.
5. Responsible for appointing an audit committee to conduct a mandatory annual audit. This audit is to be completed no later than September 1 of the following year.
6. Holds authority to provide scholarships to Arkansas ECW sponsored events, working in conjunction with the Vice President.
7. Determines the availability of funds to reimburse expenses of delegates to Triennial meetings.

b. Vice-President

1. Assists the President
2. In the absence of the President, assumes her duties and responsibilities
3. Coordinates Summer Quest and Fall Gathering with the President
4. Holds authority to write and sign checks

5. Holds authority to provide scholarships to Arkansas ECW sponsored events, working with the President.

c. Secretary

1. Keeps and distributes minutes of Arkansas ECW Diocesan meetings, Executive Committee meetings, and Board meetings.
2. Publishes notices of meetings.
3. Compiles Annual Report.
4. Conducts necessary correspondence.
5. Maintains ECW contact list.
6. Maintains Arkansas ECW contact list.

d. Treasurer

1. Receives and disperses all Arkansas ECW monies including UTO and CPC monies
2. Coordinates initial budget preparation with the Executive Committee for final approval by the Arkansas ECW Board of Directors.
3. Prepares monthly financial report which is mailed or emailed to the Arkansas ECW President.
4. Prepares quarterly financial reports to be presented at Board meetings. Financial reports to include year-to-date information for each line item and budget figures for each line item.
5. Prepares Annual Report
6. Responsible for ensuring the availability of all financial records for an annual audit.
7. Responsible for following the same procedures as required of parishes in the handling of cash offerings, receipts, and distribution of checks and/or cash, where applicable. Procedures are found in the *Manual of Business Methods in Church Affairs*.
8. Responsible for communicating the procedures in d.7 to members in charge of collecting monies for Time for Joy,

Summer Quest, Fall Gathering, and any other events sponsored by Arkansas ECW.

9. Holds authority to write and sign checks.
10. One signature is required on all checks written on Arkansas ECW accounts.

e. United Thank Offering Coordinator

1. Promotes and publicizes information about UTO to congregations.
2. Assures that all congregations send their contributions directly to the Arkansas ECW Treasurer for deposit.
3. Compiles report for annual and triennial meetings.
4. Presents offerings at Triennial Service.

f. Church Periodical Club Coordinator

1. Supervises CPC work in Diocese.
2. Requests and receives reports from each congregation to be compiled as part of the Annual Report.
3. Compiles annual report for CPC.
4. Assures that all monies are sent to the Arkansas ECW Treasurer for deposit.
5. Receives funding requests.
6. Requests disbursements of funds from the ECW Treasurer.

g. Diocesan Altar Guild Coordinator

1. Ensures coordination and communication between the National Altar Guild Association, the Province VII Altar Guild, the congregations' Altar Guilds, and arranges altar set-up for all Arkansas ECW services.

h. Convocation Coordinators

1. Represent their convocation on the Arkansas ECW Board of Directors.
2. Chair business session of convocation.

3. Compile a list of contacts for each congregation and give to the Arkansas ECW Secretary. Arrange for host church and coordinates activities for convocation meetings.

- i. Communications Coordinator

1. Manages and directs internal and external communications for Arkansas ECW

## ARTICLE IV ECW BOARD

### ARKANSAS ECW BOARD

Section 1 The Arkansas ECW Board of Directors is composed of elected officers, Province VII and National representatives, and Ex-Officio members. Serving as ex officio voting member(s) of the Arkansas ECW Board of Directors will be any Arkansas member who holds a Province or National office or serves on a Province VII or National committee, ECW Foundation Coordinator, Diocese of Arkansas Daughters of the King President, Altar Guild Coordinator, Communications Coordinator, and the Chaplain.

Section 2 The Arkansas ECW Board of Directors will develop programs, activities, and projects and will assure financial support of each.

Section 3 The Arkansas ECW Board of Directors may appropriate all money received, which is in excess of budgetary needs and not otherwise specifically dedicated.

Section 4 The delegates to Triennial may be the President, UTO Coordinator, a delegate from the ECW Board, and an elected delegate at large.

Section 5 The Arkansas ECW Board of Directors shall determine the delegates to the Province VII meeting.

Section 6 The Arkansas ECW delegates and the Distinguished Woman attending the National Triennial meeting may be reimbursed expenses, when applicable, based on guidelines set forth by the Diocesan office to pay expenses of Deputies to General Convention.

Section 7 The Arkansas ECW Board of Directors will not pay for expenses incurred for Province and National Officers to attend their respective meetings.

## ARTICLE V MEETINGS

Section 1 There shall be an Annual Meeting of the organization. The President shall call the meeting with the approval of the Arkansas ECW Board of Directors and the Bishop of Arkansas. Notice of the meeting shall be sent thirty (30) days in advance to the Arkansas ECW contact person in each congregation.

Section 2 Each congregation shall have the right of representation. All members present are voting delegates.

Section 3 The Arkansas ECW Board of Directors shall hold at least two meetings a year.

Section 4 A quorum for all meetings is the number of delegates present at the time of the meeting.

Section 5 A majority of voting delegates at a meeting is required for passage of a motion.

Section 6 At the discretion of the President, voting may be accomplished by verbal, paper, conference call, or electronic voting methods as directed by a majority vote of the Arkansas ECW Board of Directors.

Section 7 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Canons of the Episcopal Church, these Bylaws, and any special rules of order adopted by this organization.

## ARTICLE VI COMMITTEES

### Section 1 Nominating Committee

- a. The Committee will consist of the immediate past president and a member from each convocation.
- b. Members are appointed on a rotating basis and will serve a three-year term.
- c. The Committee will elect the Chair of the Committee.
- d. The Committee will present at the Annual Meeting a slate for each office to be filled.
- e. Nominations may be made from the floor.

Section 2 The Arkansas ECW President shall appoint, with approval of the Arkansas ECW Board of Directors, all committees.

## ARTICLE VII AMENDING THE BYLAWS

The Bylaws of this organization may be amended by a two-thirds vote of those delegates attending the Annual Meeting. Notice of the proposed changes shall be distributed to every congregation at least thirty (30) days prior to the meeting at which it will be voted on.

Amended October 14, 2006  
Amended November 6, 2010  
Amended October 13, 2018  
Amended October 14, 2023