

**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. 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.

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 shall be President, Vice President, Secretary, Treasurer, Church Periodical Club ~~Director~~, United Thank Offering Coordinator, Northwest Convocation ~~Chair~~, Northeast Convocation ~~Chair~~, Central Convocation ~~Chair~~, Southwest Convocation ~~Chair~~, and Southeast Convocation ~~Chair~~. ~~They will serve as the Executive Committee.~~

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 ~~Chair. She will serve on the Executive Committee.~~

The Bishop will appoint the Diocesan Altar Guild Coordinator..

~~Any Arkansas ECW member who holds a Province or National office or serves on a Province or National committee will serve on the Executive Committee.~~

Section 2 The 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.

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 ~~Diocesan~~ ECW Board is eligible to be nominated for the position of President.

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 ECW can be nominated for an office.

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 ~~one year~~ off the ~~board~~, a person may be appointed or elected to a position on the board.

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.

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

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

- President, Vice President, Southwest Convocation ~~Chair~~, and Northeast Convocation ~~Chair~~ will be elected in the same year.

President, Vice President, Southwest Convocation Coordinator, and Northeast Convocation Coordinator will be elected in the same year.

- United Thank Offering Coordinator, Church Periodical Club ~~Director~~, Southeast Convocation ~~Chair~~, and Central Convocation ~~Chair~~ 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 ~~Chair~~ 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. Ex-officio member of all committees except the Nominating Committee

Serves as Ex-Officio voting member of all committees, except the Nominating Committee

4. Appoints ~~individuals~~ necessary to conduct ECW business.

Appoints and creates committees necessary to conduct Arkansas ECW business, with approval of the Board

5. Holds authority to write and sign checks.
6. Responsible for ~~hiring a Certified Public Accountant or appointing an audit committee, which will consist of a minimum of two (2) ECW Diocese of Arkansas members,~~ to conduct a mandatory annual audit. This audit is to be completed no later than September 1<sup>st</sup> of the following year.

Responsible for appointing an audit committee to conduct a mandatory annual audit. This audit is to be completed no later than September 1<sup>st</sup> of the following year.

7. Holds authority to provide scholarships to ~~ECW Diocese of Arkansas~~ sponsored events, working in conjunction with Vice President.

Holds authority to provide scholarships to Arkansas ECW sponsored events, working in conjunction with the Vice President.

8. Determines availability of funds to reimburse expenses of delegates to Triennial ~~and Province VII~~ meetings.

Determines 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 ~~Women's Institute~~ and Fall Gathering

Coordinates Summer Quest and Fall Gathering with the President

4. Holds authority to write and sign checks
5. Holds authority to provide scholarships to ~~ECW Diocese of Arkansas~~ sponsored events, working with the President

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

c. Secretary

1. Keeps and distributes minutes of ~~ECW Diocese~~ and Executive Committee meetings.

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 ECW monies including UTO and CPC monies.

Receives and disperses all Arkansas ECW monies including UTO and CPC monies

2. Coordinates initial annual budget preparation with ~~President and Vice President, with final approval by ECW Diocese of Arkansas board.~~

Coordinates initial annual 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 ~~ECW Diocese of Arkansas~~ President. 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.

Prepares monthly financial report which is mailed or emailed to the Arkansas ECW President. 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.

4. Prepares Annual Report
5. Responsible for ensuring availability of all financial records for annual audit.
6. Responsible for following the same procedures as required of parishes in the handling of cash offerings, receipt and distribution of checks and/or cash, where applicable. Procedures are found in the *Manual of Business Methods in Church Affairs*.
7. Responsible for communicating the procedures in D6 to members in charge of collecting monies for Time for Joy, ~~Women of Vision, Women's Institute,~~ Fall Gathering and any other events sponsored by ~~ECW Diocese of Arkansas~~.

Responsible for communicating the procedures in d.6 to members in charge of collecting monies for Time for Joy, Summer Quest, Fall Gathering, and any other events sponsored by Arkansas ECW.

8. Holds authority to write and sign checks.
9. One signature required on all checks written on ~~ECW Diocese of Arkansas~~ accounts.

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 ~~Director~~

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 ECW Treasurer for deposit.
5. Assures that all monies are sent to the Arkansas ECW Treasurer for deposit.
6. Receives requests for funding.
7. Requests disbursements of funds from the ECW Treasurer.
8. Requests disbursements of funds from the Arkansas ECW Treasurer

g. Diocesan Altar Guild ~~Chair~~

Diocesan Altar Guild Coordinator

1. ~~Insures~~ coordinates and between the National Altar Guild Association, the Province VII Altar Guild, the congregations' Altar Guilds, and the ECW Committee

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

~~h. Convocation Chairs~~

Convocation Coordinators

1. Represent their convocation on the ~~Executive Committee~~.  
Represent their convocations on the Arkansas ECW Board of Directors.
2. Chair business session of convocation.
3. Compile list of contacts for each congregation and gives to ECW secretary.
4. Compile list of contacts for each congregation and gives to Arkansas ECW secretary.
5. Arrange for host church and coordinates activities for convocation meetings.

Communications Coordinator

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

ARTICLE IV  
ECW BOARD

ARKANSAS ECW BOARD

Section 1 The ECW Board is composed of the elected officers, ~~and appointed on a yearly basis as needed to carry out the purpose of the organization and direct the work of the Diocesan organization.~~

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, and the Chaplain.

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

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

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

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 shall be the President, UTO Coordinator, a delegate from the ECW Board, and an elected delegate at large.

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 ECW Board shall determine the delegates to the Province VII meeting.

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

Section 6 ECW ~~Diocese of Arkansas~~ delegates attending the National Triennial meeting shall be reimbursed expenses, when applicable, based on guidelines set forth by the Diocesan office to pay expenses of Deputies to General Convention.

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 ~~Episcopal Church Women~~, Board of Directors will not pay for expenses incurred for Province and National Officers to attend their respective meetings.

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 ~~Executive Committee~~ and the Bishop. Notice of the meeting shall be ~~sent~~ thirty (30) days in advance to the ECW contact person in each congregation.

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 ~~may vote~~

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

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

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 ~~members~~ present at the time of the meeting.

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

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

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

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 ECW ~~Board~~ shall appoint all ~~other~~ committees.

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 ~~members~~ attending the Annual Meeting. Notice of the proposed changes shall be ~~mailed~~ to every congregation at least thirty (30) days prior to the meeting at which it will be voted on.

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

