

**GREAT OUTDOORS CHURCH
WOMEN IN THE CHURCH
CONSTITUTION AND BY-LAWS**

CONSTITUTION

ARTICLE I – Name

This organization shall be known as the Women In the Church (WIC) of the Great Outdoors Church.

ARTICLE II – Purposes

The purposes of this organization shall be to aid growth in the knowledge of God as known in Jesus Christ; to adhere to the beliefs and goals of the Great Outdoors Church, to nourish the participants' spiritual life through devotions, prayer, Bible studies, and related programs; to develop a warm Christian Fellowship and to promote evangelistic outreach in our community.

ARTICLE III – Participation

Any woman who subscribes to our purposes may participate in the Women in the Church. However, only a Great Outdoors Church member /associate member may be an officer or head a Standing Ministry Team.

ARTICLE IV – Government

The Women in the Church shall operate as authorized by the Church Board of the Great Outdoors Church.

ARTICLE V – Officers

The officers of the Women in the Church shall be: President, Vice President, Secretary, Treasurer, Spiritual Life Director, and Chaplain. (WIC Board)
No officer shall be eligible for the same office for more than one consecutive year. The only exception may be an additional one-year term for the Secretary and/or the Treasurer, with the recommendation of the WIC Board and the agreement of the respective officer(s). It is expected that the Vice President will serve as President the following year, and the President will serve as *ex officio* advisor for the year after she serves as President. Each officer is expected to educate her replacement in order to provide continuity on the WIC Board. All officers, chairs, and committees shall commence their duties at the November

Board meeting, however the incoming board should attend the April Board meeting to provide even greater continuity.

ARTICLE VI - Budget Fiscal Year

The fiscal year for the WIC budget shall commence on November 1st to coincide with the new Board taking office and the Standing Chairs assuming their duties.

ARTICLE VII – Quorum

WIC Board - A majority of the Board members shall constitute a quorum for the transaction of all business provided prior notice of the meeting has been given.
WIC Participation – The number of participants shall constitute a quorum for conducting business.

Revised April 2013

ARTICLE VIII - Business Requiring Vote of Participants

WIC Officers -The slate of officers will be presented to participants at the March meeting for discussion and majority vote.

WIC Budget - In February the budget will be presented to the WIC Board for approval. Copies of the budget will be available at the February general meeting. In March the budget will be presented to participants for discussion and majority vote. Any item, over \$500, not approved in the budget must be presented at a general meeting for a majority vote.

Constitution and By-Laws - The Constitution and By-Laws may be amended after being presented to the WIC participants for discussion and 2/3 majority vote. Such amendments must be presented in writing for WIC Board approval and to the participants thirty (30) days) before approval.

ARTICLE-IX – Meetings

Meetings of the Women In the Church shall be held monthly from November through April. Other team, project/planning, social, and specially called business meetings may be held as deemed appropriate.

ARTICLE X - Parliamentary Authority

Robert's Rules of Order newly revised, shall be the guide to parliamentary procedure for the Women In the Church.

BY-LAWS

Article I - Duties of Officers

The President shall preside at all meetings of the Women In the Church and the WIC Board. She shall call special meetings when necessary. She shall appoint the members of the Constitution and By-Laws Committee, the Ministry Team Chairs, and the Committee Chairs when vacancies occur. She shall exercise general supervision over the Women in the Church. The President shall be an *ex officio* member of every Ministry Team except the Nominating Committee. She shall plan the agenda for all WIC Board meetings and general meetings. She shall submit an annual written report, which will include a compilation of the activities of WIC, to the Church Board. The outgoing and the incoming Presidents shall work together to appoint the new Ministry teams and Committee Chairs for the upcoming year. These names must be submitted to the Vice President before the April Board meeting to be included in the WIC program booklet for the coming year. She shall submit dates of Board meetings, WIC meetings, and fundraising events (including set- up dates) to the Church Administrator for approval. These dates will then be reserved on the church calendar of events

Revised April 2013

The Vice President shall attend all meetings of WIC and of the WIC Board, and she will preside in the absence of the President. She shall work closely with the President and be informed on all phases of work. She shall plan and be responsible for all programs presented to the WIC meetings as well as select program speakers for Her Presidential term. The Vice President shall compile all the information needed for inclusion in the WIC program book. The draft copy is to be presented to the WIC Board for review at the April Board meeting. The program book needs to be printed for distribution at the November WIC Board meeting. The Vice President shall act as Parliamentarian.

The Secretary shall take minutes of all WIC Board and special business meetings and shall keep all approved minutes in permanent form. She shall submit printed copies of these minutes to the WIC Board members for their approval. A brief WIC Board report shall be given at each general meeting. Copies of the minutes shall be available for any participants who wish a copy. She shall attend to the general correspondence of the group. Within the required deadlines she shall give notice of meetings such as Board meetings, WIC general meetings or special business meetings. These notices shall be included in the Church bulletin, The Messenger, and The Happenings.

The Treasurer shall maintain the WIC Treasurer's Policies and Procedures, approved by the WIC Board. She shall see that all officers and committee chairmen receive a copy of these policies and procedures at the beginning of their term, and she will oversee their use. She shall receive and disburse all monies of the Women in the Church. She shall be responsible for collecting all offerings and care for all fundraising monies. All funds will be kept in the WIC account by the WIC treasurer. She shall submit a report at each WIC Board meeting for their acceptance. A brief financial report shall be given at each general meeting. She shall prepare her records annually for review by an auditor to be chosen by the WIC Board. She shall prepare an annual report that includes the proposed budget and the projected special events income for the coming year for review at the February Board Meeting. The proposed budget shall be available at the February general meeting. Voting on the budget will take place at the March meeting.

The Spiritual Life Director shall stimulate the spiritual growth of the Women in the Church. She will coordinate a devotion to be given at each general meeting. With the approval of the WIC Board, she shall designate a leader(s) for the WIC Bible Study and work with the leader(s) to select study materials. She shall submit a written report to the WIC President by April 1st.

The Chaplain shall open and close WIC general meetings and Board meetings in prayer. She shall present a short devotion at the opening of each WIC Board meeting.

ARTICLE II - Duties of the Standing Ministry Team Chairs

The Refreshment and Decoration Chair shall appoint and organize teams to provide suitable refreshments and decorations for WIC meetings. The Refreshment and Decoration Team members will begin their duties at the November meeting and conclude after the April meeting.

The Historian Chair shall be responsible for appointing a Historical Ministry Team for the purpose of compiling photos, a narrative, bulletins, and other memorabilia of WIC in a yearly album that can be displayed at WIC general meetings. Some member(s) of the team should attend all meetings, programs, and events in order to include them in the history.

The Library Chair shall be responsible for maintaining a Church library with books, CD's, DVD's, VCR's, and other appropriate materials for the benefit of the Church. She will be responsible for selecting and accepting books and materials for the library collection. The Church Memorial Book, Histories, and WIC Scrapbooks should be prominently displayed

ARTICLE III - THE WIC BOARD

The WIC Board shall be composed of the President, Vice President, Secretary, Treasurer, Spiritual Life Director, Chaplain, and Past President ex officio. The WIC Board shall meet at least once a month during the season and more often if needed.

ARTICLE IV – COMMITTEES

The NOMINATING COMMITTEE shall consist of five (5) members. The President shall appoint the Nominating Committee chairman and the Chairman will select four other members. The committee shall present a slate of officers at the February Board meeting. To this committee shall be entrusted all business related to the nomination of officers and it shall fill any vacancies among the officers by appointment subject to approval by the WIC Board. The Nominating Committee shall also make arrangements for a Dedication Service to be held during a Sunday morning worship service shortly after the election of Officers at the March meeting. The Nominating Committee shall make arrangements for the Ceremony of Installation of Officers to be held at the April meeting as well as inviting the Pastor to perform the installation ceremony.

The CONSTITUTION AND BY-LAWS COMMITTEE is a six (6) member standing committee which shall edit the Constitution and By-Laws as deemed necessary for efficient functioning of the WIC organization. This committee shall meet only when needed to fulfill this responsibility. The revision(s) of the Constitution and By-Laws will be submitted to the WIC Board for review before presenting to the membership for approval. A copy of the Constitution and By-Laws is available to anyone who wishes a copy.

Constitution & By-Laws Committee

Rosalind Zahn Chairman
Mary Hopper
Pat McCabe
Sandi Nie
Elaine Steele
Elaine Stewart