



**WOMEN IN THE  
CHURCH**

**CONSTITUTION**

**AND**

**BYLAWS**

**Constitution and By-laws  
Amended January 13, 2026**

**THE GREAT OUTDOORS COMMUNITY CHURCH  
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# **CONSTITUTION**

## **ARTICLE I - Name**

The organization shall be known as the Women in the Church (WIC) of the Great Outdoors Community Church, hereinafter referred to as WIC.

## **ARTICLE II - Mission Statement**

The mission of this organization shall be to aid growth in the knowledge of God; to adhere to the beliefs and goals of the Great Outdoors Community Church; to nourish the participants' spiritual life through devotions, prayer, Bible studies, and related programs; to develop a warm Christian fellowship, and to promote service to others and evangelistic outreach locally and nationally.

## **ARTICLE III - Participation**

Any woman who subscribes to our mission may participate in WIC. However, only a Great Outdoors Community Church member or associate member may be an officer or on the board.

## **ARTICLE IV - Government**

WIC shall operate as authorized by the church board of the Great Outdoors Community Church.

## **ARTICLE V - Officers**

The officers of WIC shall be

- president
- vice president
- secretary
- treasurer
- hospitality director
- chaplain

This constitutes the WIC board.

The president, secretary, treasurer, chaplain, and hospitality director are requested to serve a two-year term. The vice president serving on odd calendar years will be required to serve one year with the option of serving two years, and the vice president serving on even calendar years will be required to serve as president the following two years.

Officers whose terms are ending may choose to be considered for another term (see "WIC Officers"). The previous president will serve ex officio. While being welcomed to attend executive board meetings, she will not be required to attend.

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Each officer is expected to educate her replacement to provide continuity on the WIC board. All officers and committees shall commence their duties after the April board meeting. However, the incoming board shall attend the April board meeting following their election to provide even greater continuity.

**ARTICLE VI – Budget Fiscal Year**

The fiscal year for the WIC budget shall commence on May 1 to coincide with the new board taking office ministry teams assuming their duties.

**ARTICLE VII – Quorum**

*WIC Board Meeting.* 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 General Meeting.* The number of participants present shall constitute a quorum for conducting business.

**ARTICLE VIII – Business Requiring Vote of Participants**

*WIC Officers.* The Nominating Committee will present the slate of officers to participants at the February general meeting for discussion and majority vote in March.

*WIC Budget.* In February, the budget will be presented to the WIC board for approval. Copies of the budget will be presented at the February general meeting. At the March general meeting, the budget will be presented for a majority vote. Any item over \$500 not approved in the budget must be presented at the general meeting for a majority vote.

*Constitution and Bylaws.* Any changes to the constitution and bylaws must be presented in writing for WIC board approval and then presented to participants at a general meeting thirty days before the vote for a two-thirds majority approval.

**ARTICLE IX - Meetings**

Meetings of WIC 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 WIC. The presiding officer shall oversee the Robert's Rules of Order and shall have the vice president as parliamentarian to consult for advice on procedures.

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**BYLAWS**

**ARTICLE I - Duties of Officers**

***The President***

- shall preside at all WIC board and general meetings;
- shall call special meetings, when necessary;
- shall appoint the members of the board, the Constitution and Bylaws Committee, the ministry team, and committee members, when vacancies occur;
- shall appoint the chairman of the Nominating Committee;
- shall work together with the incoming president to appoint the new ministry team for the upcoming year;
- shall exercise general supervision over WIC;
- shall be an ex officio member of every ministry team except the Nominating Committee;
- shall plan the agenda for all WIC meetings;
- shall submit a written annual report to the church board, which will include a compilation of the activities of WIC and shall be submitted to the GOCC secretary by January 20;
- shall submit a monthly report to the GOCC vice president by the last Friday of the month for the GOCC monthly board meeting;
- shall place notice of general and special meetings in the church bulletin, *The Messenger*, church Facebook, and *The Happenings*; and
- shall write informational emails and turn them in to the church office to be mailed out to the ladies of the church.

***The Vice President***

- shall attend all WIC board and general meetings, assist the president as needed, and preside in the absence of the president;
- shall work closely with the president and be informed on all phases of work;
- shall plan and be responsible for all programs and select all the program speakers for WIC general meetings during her presidential year;
- shall be a member of the Nominating Committee;
- shall compile all information and decide on the theme, for inclusion in the WIC program booklet, which will be used during her presidential year;
- shall complete the program booklet, which will be printed before the November WIC board meeting and distributed at the first WIC general meeting of her presidential year;
- shall submit dates of board meetings for her presidential year (WIC general meetings usually held on the second Tuesday of each month) and fundraising events (including set-up times and dates) to the church secretary for approval, which will then be reserved on the church calendar of events; and

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- shall review the WIC constitution and bylaws while working with the Constitution and Bylaws Committee, making recommendations for any updates that may be needed.

***The Secretary***

- shall take minutes of all WIC board and special business meetings;
- shall keep all approved minutes in permanent, printed form and submit them via email to the WIC board prior to the next WIC board meeting;
- shall bring printed copies of these minutes to the WIC board meeting for approval (copies of the minutes shall be available for any participants who wish a copy);
- shall attend to the general correspondence of the WIC board per the president's request; and
- shall give notice of meetings (board, general, and special business meetings) within the required deadlines.

***WIC Treasurer's Policies and Procedures***

- The treasurer shall follow GOCC protocol, that all monies collected for church functions must be counted by two people (at least one being a member of the WIC board), and if the amount exceeds \$500, it should be stored in a secure, designated place in the church office.
- The GOCC Office Service Request Form must be used to deposit funds received and to request checks issued. This form must be signed and turned in to the office by either the president or treasurer. The hospitality director is authorized to use and turn this form in to the office for ticket sales deposits and the request for a check for the food expense.
- All expense requests must be preapproved by the president. A request must be either emailed or given to the president in written form, and the president must respond with approval and give a copy of the response to the treasurer prior to the expense occurring.
- A receipt for approved expenses must be turned in to the treasurer, and the treasurer will request a reimbursement check from the GOCC office. Receipts are required for reimbursements.
- The WIC budget mission expenses are approved annually by a vote of the members. The check requests will be processed in April for these expenses by the treasurer after approval from the president.
- If a check is to be written on the basis of a vote of the WIC board, the minutes of the meeting will be attached to the receipt or copy of the check and highlighted with the vote information.
- All fundraising functions will have a separate profit/loss report listing all revenues and expenses clearly.
- All WIC officers shall receive a copy of the WIC treasurer's policies and procedures.
- The treasurer's books, including receipts, shall be electronically turned over to the new treasurer on May 1 or no later than five business days after the close of the season, April 30.
- The treasurer will balance her records with the GOCC report monthly.
- The treasurer's report shall be presented to the board monthly for approval and emailed to the GOCC secretary once approved.

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- In February, the budget for the next season will be presented to the WIC board for approval. Copies of the budget will be available at the February general meeting for participants to view. At the March general meeting, the budget will be presented to participants for a majority vote. The approved budget will be emailed to the GOCC secretary.

***The Hospitality Director***

To oversee the planning and implementing of the monthly WIC menu, the hospitality director shall

- recruit and work with a committee of five to six ladies;
- submit the notice of the ticket dates of sales to the president;
- plan the menu, including
  - ordering the food and requesting a check for the caterer from the church office,
  - giving a copy of the caterer invoice to the WIC treasurer for permanent records, and
  - turning in the ticket sales deposit to the church office and giving a copy of the deposit to the WIC treasurer;
- coordinate reservations by having volunteer(s) in the Fellowship Hall the two Sundays prior to the meeting for sign-ups and money collection;
- give the caterer a final count prior to the meeting;
- coordinate the set-up by preparing the Fellowship Hall (setting tables, decorating) on Monday; and
- do the following on the day of the meeting:
  - oversee the flow of events,
  - greet the caterer,
  - assign the servers,
  - prepare the coffee, water, etc.,
  - deliver food to guests (at tables or at buffet), and
  - along with the committee, see to clean up after the meeting.

***The Chaplain***

- shall encourage the spiritual growth of WIC;
- shall be the leader and/or designate a leader (with approval of the WIC board and the Small Group Pastor) for the WIC Christian Book Study, which begins in January;
- shall coordinate with the WIC president to select study materials;
- shall open and close the WIC board and general meetings in prayer; and
- shall present welcome gifts to new attendees.

**ARTICLE II - Duties of the Ministry Teams**

***The Historian***

- shall be responsible for appointing a Historical Ministry Team for the purposes of compiling photos, narratives, bulletins, and other memorabilia of WIC general meetings in a yearly album that may be displayed at WIC General meetings;

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- shall ensure members of the team attend all meetings, programs, and events, to be included in WIC history; and
- shall be responsible for taking and compiling photos to be used in various WIC and GOCC publications.

***The Librarian***

- shall be responsible for maintaining a church library with books and other appropriate materials for the benefit of the church and
- shall be responsible for selecting and accepting books and materials for the library collection.

**ARTICLE III - The WIC Board**

***The WIC Board***

- shall be composed of the
  - president,
  - vice president,
  - secretary,
  - treasurer,
  - hospitality director,
  - chaplain, and
  - past president (ex officio);
- shall meet at least once a month during the season, and more often if needed; and
- in case of a tie vote, the president shall cast the deciding vote.

**ARTICLE IV - Committees**

***The Nominating Committee***

- shall consist of five members (including the current vice president);
- shall be entrusted with all business related to the nomination of officers;
- shall assist the board in appointments to fill any vacancies among officers, subject to WIC board approval;
- shall present a slate of officers at the February board meeting for discussion and vote;
- shall make arrangements for a dedication service of newly elected officers to be held during a Sunday morning worship service, before the November meeting;
- shall make arrangements for the ceremony of installation of officers to be held at the April WIC general meeting; and
- shall invite the Senior Pastor to perform the dedication and installation ceremonies.

***The Nominating Committee Chairman***

- The chairman will be appointed by the president and will select the other three members.
- The nominating chairman shall then confer with the Senior Pastor, who must approve of the slate prior to presentation at the February general meeting.

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- Discussion and vote on the slate of officers will take place at the March general meeting.

***The Constitution and Bylaws Committee Is a Five Member Committee That***

- shall consist of the current vice president and four members;
- shall edit the constitution and bylaws, as deemed necessary for efficient functioning;
- shall review content to assure the document reflects current practices;
- shall meet only when needed; and
- shall present proposed revisions to the WIC board for review (the proposals shall be presented at a WIC general meeting thirty days prior to vote; discussion and vote will take place at the next WIC general meeting).

A copy of the constitution and bylaws shall be given to all incoming officers of the board. A copy shall be made available to anyone requesting such and shall be posted on the GOCC website.