

CONSTITUTION AND BYLAWS

ST. PAUL'S LUTHERAN WOMEN'S ORGANIZATION

(adopted at Lutheran Women's Business Meeting on Sunday, December 2, 2007)

ARTICLE I MEMBERSHIP AND NAME

SECTION 1. Membership. This congregational organization shall be a member of St. Paul's Lutheran Church, hereinafter designated as *St. Paul's Lutheran Women*.

ARTICLE II STATEMENT OF PURPOSE

SECTION 1. Purpose. To accomplish the purpose of *St. Paul's Lutheran Women*, women in this organization shall commit themselves to (*This statement of purpose incorporates the original statement that the Women of the ELCA had plus the basis of our faith found in Martin Luther's catechism.*):

- a) Come together for study, support, and action.
- b) Participate in ministry in and beyond the congregation.
- c) Support financially St. Paul's Lutheran Church and the common organization.
- d) Designate leadership that shall support the authority of the Holy Scripture.
- e) Studying Martin Luther's Catechism, which includes: the Ten Commandments, Apostles' Creed, and the Lord's Prayer.

ARTICLE III PARTICIPATION

SECTION 1. Composition. This organization shall be composed of those women who participate in activities, which indicate a commitment to the purpose of *St. Paul's Lutheran Women*.

SECTION 2. Participation. Participation in this organization shall be open to all women in this congregation and other women who subscribe to the purpose.

ARTICLE IV RELATIONSHIPS

SECTION 1. Congregation. This organization shall participate in the life and work of St. Paul's congregation and report business and treasury report annually in the Church and Women's yearbooks. It may report to the congregational council as necessary.

ARTICLE V MEETINGS

SECTION 1. Program. Women of this organization shall come together regularly, monthly, in their respective groups for study, support, and action.

SECTION 2. Business. There shall be a business meeting held quarterly in December, March, June, and September for purposes of receiving reports, projecting plans, electing leadership, and any other business pertinent to the organization.

Item 1. Those present shall constitute a majority for the transaction of business.

ARTICLE VI LEADERSHIP

SECTION 1. The ORGANIZATION BOARD (EXECUTIVE COMMITTEE) shall be composed of the officers and group chairpersons. The duties of the board are to:

Item 1. Oversee the general program for women of the congregation in fulfillment of the purpose of St. Paul's Lutheran Women.

Item 2. Additional Duties

- a. Fill vacancies occurring in officers and committees.
- b. Appoint participants of the organization to serve on various committees.

Item 3. Other committees and task forces shall be established as needed for purposes such as publicity, special events, projects, etc.

SECTION 2. Leaders. This organization shall have a President, Vice-President, a Secretary, a Treasurer, Advisor (Past President) and such others as deemed necessary.

Item 1. The PRESIDENT shall:

- a. Guide the total work of the organization.
 - 1) Preside at meetings.
 - 2) Coordinate and counsel committees and help with their functioning.
 - 3) Monthly information to the Church's newsletter (generally by the 3rd week in month) and St. Paul's Lutheran Women's groups (Sunday prior to the next month).
 - 4) Supervise any correspondence.
 - 5) Coordinate the Mother/Daughter/Other Banquet.
 - 6) Plan the annual program for the organization's Women's Sunday.
 - 7) Appoint or elect members for the Nominating Committee

Item 2. The VICE-PRESIDENT shall:

- a. Assume duties of president when necessary.
- b. Carry out assignments from president.
- c. Coordinate the Lifetime Membership Campaign for the Southern Seminary Auxiliary.
- d. Coordinate the bi-annual Fall Bazaar.
- e. Accept other assignments from the Executive committee.
- f. Will automatically be elected as president after their two year term.

Item 3. The SECRETARY shall:

- a. Keep records of proceedings of meetings.

Item 4: The TREASURER shall:

- a. Receive and disburse funds of the organization.
- b. Keep Financial records.
- c. Make regular reports to the organization at the quarterly business meetings.
- d. Yearly Treasury report in both Church and Women's Yearbooks.
- e. Disburse money as needed.
- f. Collect and mail money received for the Lutheran Southern Seminary Auxiliary Life Memberships Campaign.
- g. Each quarterly business meeting a \$100 will be disbursed as voted on by the majority present. *(This replaces the Thankofferings formerly collected by the groups. The approximate amount that was sent was \$100 each quarter..)*
- h. Have charge of funds contributed for incidental expenses of the organization where the organization is involved in local activities.

Item 5. The ADVISOR shall be the past president.

SECTION 3. Each group should be composed of a Chairperson, Vice Chairperson, Secretary, and Treasurer:

Item 1. The CHAIRPERSONS OF EACH GROUP shall:

- a. Be automatic members of the executive board.
- b. Pass on letters, materials, information, etc., to group
- c. Notify church office of any change of meeting times if it differs from what is published in the yearbook.
- d. Assign and assist any group committee as needed.

- e. Send a card or telephone call to each member every month if helpful, especially for the newer members and slightly inactive members.
- f. Check with the President if Newsletter for the month has not been received.
- g. Be responsible for getting information such as the newly elected officers, meeting times, etc. of your group to the Church Secretary after the October meeting.

Item 2. The VICE-PRESIDENT OF EACH GROUP shall:

- a. Assume duties of president when necessary.

Item 3. The TREASURER OF EACH GROUP shall:

- a. Be responsible for collecting offering money from their group members (regular, bereavement, group's offering, and any special offering).
- b. Regular, Bereavement, and special offerings should be given to the organizational Treasurer.

Item 4. The SECRETARY OF EACH GROUP shall:

- a. Keep records of proceedings of meetings.

SECTION 4. Each INDIVIDUAL is needed to help the organization to fulfill its goals.

Item 1. The INDIVIDUAL shall:

- a. Support the organization by participating in the activities, Bible studies, events, and other activities provided.
- b. Encouraged to help financially support the organization in its purpose.
- c. Most importantly to support the organization in prayer.

ARTICLE VII

COMMUNITY OUTREACH MINISTRIES

(This replaces the Mission Action, Community, and Growth Committees)

SECTION 1. The following activities of outreach ministries are subject to change by vote of the organization.

Each Friday at 10:45 a.m.....	"Sing Along" at the Lutheran Home
February	Collect Pennies for Hope during Lent
March	Quarterly Business meeting on Sunday, March 4, at 5:00 p.m. in Chapel Collect Pennies for Hope during Lent World Day of Prayer (Friday, March 2) Location TBA Provide cakes for Habitat for Humanity (Tuesday, March 27)
April	Collect Supplies for the Women's Shelter Turn pew cushions
May	Mother/Daughter Banquet, Saturday, May 12 Provide devotional program at the Lutheran Home
June	Quarterly Business meeting on Sunday, June 3, at 5:00 p.m. in Chapel Father/Son Banquet (will provide and serve the food) Lutheran Home birthday party Provide VBS meals except for VBS Family Night
July	Lutheran Home Ice Cream Social
August	Collect school supplies for Koontz Elementary
September	Quarterly Business meeting on Sunday, September 2, at 5:00 p.m. in Chapel Collect supplies for Family Crisis Council – Holiday Store Lutheran Women's Sunday, September 30
October	Fall Bazaar, Saturday, October 20 Trunk or Treat, Saturday, October 27 <i>(to assist Family Life committee)</i>
November	Collect Bingo prizes and stocking stuffers for Lutheran Home

December Executive Committee annual meeting on Sunday, December 2, at 4:00 p.m. in the Conference Room.
Quarterly Business meeting on Sunday, December 2, at 5:00 p.m. in Fellowship Hall
Lion's Club (provide appetizers and meal), Tuesday, December 4, at 6:00 p.m.

Additional Projects are: VIC cards and collect Labels for Education and Big G Box Tops for Crossnore School. (See pages 26-28 for list and details)

ARTICLE VIII PLANNING

SECTION 1. Program Areas and Aims. This organization shall engage in planning, giving attention to the program areas and aims established by *St. Paul's Lutheran Women*.

SECTION 2. Program planning. The Organization Executive Committee shall be responsible for the total program planning for the organization.

ARTICLE IX NOMINATIONS AND ELECTIONS

SECTION 1. Nominating Committee. There shall be a nominating committee of at least three persons to present nominees for President, Vice-President, Secretary, and Treasurer for election by this organization. **This committee should be appointed at the June Quarterly Business meeting. The nominees will be elected at the September Quarterly Business meeting.**

SECTION 2. Elections. All elections shall be for a term of two years.

Item 1. The Vice President of the organization will automatically be elected as the president after their two year term.

Item 2. The Secretary and Treasurer shall be eligible for more than one two year term.

ARTICLE X FINANCE

SECTION 1. Fiscal year. The fiscal year and the budget year for this organization shall be January 1st through December 31st.

SECTION 2. Administration. This organization shall develop and administer its own financial plan or budget which shall reflect support for the total program of the *St. Paul's Lutheran Women*.

SECTION 3. Reports. The Treasurer will have available quarterly reports for each business meeting. The organization shall also provide annual financial reports in the Church and Women's yearbook.

SECTION 4. Audit. An annual audit of this organization's financial records shall be conducted by an audit committee of the church.

ARTICLE XI AMENDMENTS

SECTION 1. Constitution. This constitution may be amended at any regular business meeting or special meeting of this organization by majority vote of the women present, provided the proposed amendment has been presented at a previous meeting and is consistent with the purpose of *St. Paul's Lutheran Women*.

SECTION 2. Constitution. In the event of the dissolution of this congregational organization, any surplus property, including financial assets, remaining must be presented with recommendations of disbursing of this surplus property at any regular business meeting or special meeting of this organization by majority vote of the women present.