

Approved Model Constitution and Bylaws Congregational or Intercongregational Unit

NOTE

Portions marked with an asterisk (*) are needed to fulfill the criteria for membership.

The provisions of the Constitution and Bylaws that pertain to the same subject have been placed together. The two types of provisions are identified in the following way:

Constitutional provisions are printed in **bold** type.

Bylaws are printed in regular type.

ARTICLE I—MEMBERSHIP AND NAME

***SECTION 1. Membership**

This congregational unit shall be a member of Women of the Evangelical Lutheran Church in America, hereinafter designated as “Women of the ELCA.”

***SECTION 2. Name**

The name of this congregational unit shall be St. Timothy Lutheran Church (STLC) Unit of Women of the ELCA, hereinafter designated as “the unit.”

ARTICLE II—STATEMENT OF PURPOSE

***SECTION 1. Purpose**

As a community of women created in the image of God, called to discipleship in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves to grow in faith, affirm our gifts, support one another in our callings, engage in ministry and action, and promote healing and wholeness in the church, the society, and the world.

***SECTION 2. Commitment**

To accomplish the purpose of Women of the ELCA, women in this unit shall commit themselves to

- a. come together for study, support, and action;**
- b. participate in the ministry of Women of the ELCA beyond the congregation;**
- c. support financially the total program of Women of the ELCA; and**
- d. designate leadership that shall be in communication with the synodical and churchwide women’s organization.**

ARTICLE III—PARTICIPATION

***SECTION 1. Composition**

This unit shall be composed of those women who participate in activities that indicate a commitment to the purpose of Women of the ELCA.

***SECTION 2. Participation**

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

***SECTION 3. Congregational Membership**

Women elected to leadership in this unit and elected as voting members to a convention of the synodical women's organization shall be participants in this unit and voting members of the ELCA.

ARTICLE IV—RELATIONSHIPS

***SECTION 1. Congregation**

This unit shall participate in the life and work of St. Timothy Lutheran Church and report to the annual meeting. It may report regularly to the congregational council.

***SECTION 2. Cluster or Conference**

This unit shall participate in activities within the cluster or conference to which it is assigned.

***SECTION 3. Synodical Women's Organization**

In an interdependent partnership with the Southeastern Synodical Women's Organization, this unit shall participate in the convention of the Southeastern Synodical Women's Organization by

- *Item 1.** Electing a voting member and an alternate to represent the unit; and
- *Item 2.** Cooperating in the process for nomination of officers and board members of the synodical women's organization.

***SECTION 4. Churchwide Women's Organization**

- *Item 1.** This unit shall participate in the process for nomination of voting members to the Triennial Convention.
- *Item 2.** This unit shall participate in the process of nomination of officers and board members.

ARTICLE V—MEETINGS

SECTION 1. Program

Women of this unit shall come together monthly (with consideration for summer months) for study, support/fellowship, and action/service.

SECTION 2. Business

There shall be a business meeting[†] held in April/May for purposes such as receiving reports, projecting plans, electing leadership, and adopting an annual budget.

[†] At least annually

ARTICLE VI—LEADERSHIP

SECTION 1. Leaders (Officers)

This unit shall have President, Vice President, Secretary and Treasurer, elected for a term of one year with one reelection for Secretary and Treasurer.

SECTION 2. Duties of Leaders (Officers)

President:

- Call and preside over annual and special business meetings of the STLC WELCA unit
- Preside over board meetings
- Appoint committee chairs and other positions
- Serve as principal liaison to STLC council
- Compile reports for WELCA cluster/conference and STLC church council

Vice President:

- Preside over STLC WELCA unit meeting in absence of President
- Chair Nominating committee/ensure term limits are adhered to
- Assume duties of President on interim basis if she is unable to complete term
- Serve as resource for committee chairs
- Serve as unit President after one year as Vice President

Secretary

- Take and distribute minutes from STLC WELCA annual and special meetings and all STLC WELCA board meetings
- Maintain a permanent record of all STLC WELCA proceedings
- Take and record attendance at all board and unit meetings
- Receive and record attendance records for all STLC WELCA events and activities
- Tally any votes at unit or board meetings

Treasurer

- Receive all funds paid to STLC WELCA
- Disburse funds
- Maintain permanent record of all financial matters
- Prepare monthly and annual Treasurer's Report, submit as needed
- Assist in preparing event-based budgets with event committee chair; keep records of budget
- Assist in preparing annual STLC WELCA budget with STLC WELCA board

SECTION 3. Unit Board Members

- The unit board shall consist of President, Vice President, Secretary, Treasurer, Past President, Committee Chairs and other appointed leaders
- The past president shall serve in an advisory capacity to the unit Leadership committee and participate with the committee as needed. She is a non-voting member of the leadership committee

SECTION 4. Duties of Unit Board

- It is the duty of the unit board to develop and lead overall purpose for STLC WELCA

SECTION 5. Unit Committees, Associated Appointed Chairs and Appointed Positions

STLC WELCA committees and appointed positions may include, but are not limited to:

- Christian Growth (Study) Committee
- Fellowship (Support) Committee
- Service (Action) Committee
- Nominating Committee
- Publicity Coordinator
- Chaplain

SECTION 6. Unit Committees, Associated Appointed Chairs and Appointed Positions

- Christian Growth (Study): Plan and implement 3-4 one-session Bible studies or Christian growth activities each year per the calendar set forth by the unit board. Also arrange for devotion at events such as Christmas dinner and spring luncheon.
- Fellowship Committee (Support): Plan and implement 3-4 fellowship events each year per the calendar set forth by the unit board. Organize annual spring luncheon and Christmas dinner.
- Service Committee (Action): Plan and implement 3-4 service projects each year per the calendar set forth by the unit board.
- Nominating Committee: Under the leadership of the Vice President, solicit nominees for open officer positions and present to unit board at least one month prior to elections.
- Publicity Coordinator: Communicate information regarding events and the general business of STLC WELCA to the members of STLC in an efficient and timely manner.
- Chaplain: Give devotion at monthly board meeting, coordinate devotions for other events when appropriate, and acknowledge life events of members with a personal note

or communication. Member of Christian Growth committee.

ARTICLE VII—PLANNING

SECTION 1. Program Areas and Goals

This unit shall engage in planning, giving attention to the program areas and goals established by Women of the ELCA.

SECTION 2. Program Planning

The unit board shall be responsible for the total program planning for the unit.

ARTICLE VIII—NOMINATIONS AND ELECTIONS

SECTION 1. Nominating Committee

There shall be a Nominating Committee of at least three persons to present nominees for Vice President, Secretary and Treasurer for election by this unit.

SECTION 2. Elections

All elections shall be for a term of one year with one reelection for secretary and treasurer.

ARTICLE IX—FINANCE

SECTION 1. Fiscal Year

The fiscal year and the budget year for this unit shall be June 1-May 31.

SECTION 2. Administration

This unit shall develop and administer its own financial plan or budget that shall reflect support for the total program of Women of the ELCA.

SECTION 3. Transmittal

This unit shall transmit funds regularly in accordance with established procedures.

SECTION 4. Reports

This unit shall have annual financial reports available to participants.

SECTION 5. Financial accountability

An annual accounting compilation or review of this unit's financial records shall be conducted by a financial review committee of the unit.

President and treasurer shall be on the bank account signature card. Disbursements under \$250 shall require only one signature. Disbursements over \$250 shall require two signatures.

Signature cards must be updated prior to June 1 of each year.

ARTICLE X – DISSOLUTION CLAUSE

In the event of the dissolution of this congregational unit, any surplus property remaining after the payment of its debts shall be disposed of by transfer to the churchwide women’s organization or its successor provided that said organization is, at the time of dissolution, a qualified organization as described in section 501(c)(3) of the Internal Revenue Service Code of 1986 or comparable provision, and, if not, to the Evangelical Lutheran Church in America or its successor, and, if not, to one or more organizations so qualified in such proportions as the leadership of this unit shall determine.

ARTICLE XI—BYLAWS AND AMENDMENTS

SECTION 1. Bylaws

This unit may adopt bylaws not in conflict with this constitution by a majority vote, provided they have been presented in writing at the previous meeting.

SECTION 2. Amendments

- Item 1. This constitution may be amended at any regular business meeting or special meeting of this unit by a two-thirds vote of the women present and voting, provided the proposed amendment has been presented at the previous meeting and is consistent with the purpose of Women of the ELCA.
- Item 2. Amendments to the bylaws may be adopted by the unit by a majority vote after having been presented at the previous meeting.
- Item 3. Whenever the secretary of Women of the ELCA officially informs the congregational/intercongregational units that the Women of the ELCA Triennial Convention has amended the approved Model Constitution and Bylaws for Congregational/Intercongregational units, whether by setting out alternate clauses or otherwise, such provisions shall be introduced at once into this constitution and notice of this action shall be forwarded to the synodical president.

Revised 2/2016
Adopted

