

**WOMEN MINISTRIES
OF THE MIDWEST CONFERENCE
OF THE EVANGELICAL COVENANT CHURCH
CONSTITUTION**

Approved 4/25/2008

ARTICLE I

Name

Section 1.1 The name of this ministry of the Midwest Conference of The Evangelical Covenant Church (“ECC”) shall be Women Ministries of the Midwest Conference (“WMMC”).

ARTICLE II

Purpose

Section 2.1 Women Ministries of the Midwest Conference partners with the coordinated women ministries of ECC congregations in the Midwest Conference to

- a. advance God’s kingdom through worshipping, witnessing, and serving in all areas of life;
- b. grow in personal devotion to our Lord and Savior Jesus Christ; and
- c. provide opportunities and resources to equip women to learn, grow, and have fellowship together.

Section 2.2 Women Ministries of the Midwest Conference achieves these goals through study, prayer, serving, giving, and supporting the work of the ECC.

Section 2.3 Women Ministries of the Midwest Conference unites all coordinated women ministries of ECC congregations in the Midwest Conference in active partnership with Women Ministries of the ECC.

ARTICLE III

Membership

Section 3.1 Each ECC congregation in the Midwest Conference may have coordinated women ministries. All such women ministries are invited to participate in Women Ministries of the Midwest Conference by affirming its vision and providing financial support for its mission.

**ARTICLE IV
Geographical Areas**

Section 4.1 Women Ministries of the Midwest Conference shall have four geographical areas: Central Area (Nebraska), Eastern Area (Iowa), Southern Area (Kansas and Missouri), and Western Area (Colorado). Each of these areas may be expanded to include one or more additional states as they become part of the Midwest Conference.

Section 4.2 Each geographical area of Women Ministries of the Midwest Conference shall have a Coordinator who is elected by the Annual Gathering of WMMC. Each Area

Coordinator must be a member of an ECC congregation of the Midwest Conference in the geographical area in which they reside. Each Area Coordinator shall serve as liaison between the Board of Women Ministries of the Midwest Conference and the coordinated women ministries of the ECC congregations in her area.

ARTICLE V Leadership

Section 5.1 **Officers.** Women Ministries of the Midwest Conference shall have the following officers elected by the Annual Gathering of WMMC: a President, a Vice President, a Secretary, and a Treasurer. The bylaws may provide for additional officers and assistant officers. Each officer must be a member of an ECC congregation in the Midwest Conference.

Section 5.2 **Communications Ministry Specialist.** Women Ministries of the Midwest Conference shall have a Communications Ministry Specialist appointed by the Board. The Communications Ministry Specialist must be a member of an ECC congregation in the Midwest Conference.

Section 5.3 **Board.** Women Ministries of the Midwest Conference shall have a Board with eight voting members. The board shall have no more than eleven members.

a. Members. The Board shall have the following voting members: the officers of Women Ministries of the Midwest Conference, the Area Coordinators, and the Chairs of the focused ministry committees. The immediate past President shall be an advisor to the Board. The Board may have other advisors as provided in the bylaws.

b. Duties and Responsibilities. The Board shall:

- 1) conduct the business of Women Ministries of the Midwest Conference between Annual Gatherings;
- 2) fill vacancies in leadership positions and committees between Annual Gatherings;
- 3) appoint special committees as it deems necessary;
- 4) recommend to the Annual Gathering means for securing funds needed to meet financial obligations approved by the Annual Gathering; and
- 5) have additional duties and responsibilities as provided in the bylaws.

c. Meetings. The Board shall have regular meetings as provided in the bylaws.

d. Executive Committee. The Board shall have an Executive Committee consisting of the officers of WMMC.

ARTICLE VI Focused Ministry Committees

Section 6.1 Women Ministries of the Midwest Conference shall have the following focused ministry committees: Global and Equipping Ministry Committee; Compassion, Mercy, and Justice Committee; and the Stewardship and Financial Ministry

Committee. Each focused ministry committee shall have a Chair who is elected by the Annual Gathering of WMMC. Each committee Chair must be a member of an ECC congregation in the Midwest Conference.

ARTICLE VII
Annual Gathering

Section 7.1 A general assembly of Women Ministries of the Midwest Conference shall take place every year and shall be known as the Annual Gathering.

ARTICLE VIII
Fiscal Year

Section 8.1 The fiscal year of Women Ministries of the Midwest Conference shall be from January 1 through December 31.

ARTICLE IX
Amendments

Section 9.1 **Amendment of Constitution.** Proposed amendments to this constitution must be introduced in writing at an Annual Gathering, but cannot be acted upon until the following Annual Gathering. A proposed amendment must receive the affirmative vote of two-thirds of all votes cast in order to be adopted.

Approved 4/25/08

BYLAWS

(Approved 4/25/2008)

ARTICLE I

Name

This article currently contains no bylaw provisions.

ARTICLE II

Purpose

This article currently contains no bylaw provisions.

ARTICLE III

Membership

This article currently contains no bylaw provisions.

ARTICLE IV

Geographical Areas

Section 4.1

This section currently contains no bylaw provisions.

Section 4.2

Each Area Coordinator shall:

- a. facilitate networking among the leaders of the coordinated women ministries of the ECC congregations in her Area;
- b. encourage shared responsibilities among the coordinated women ministries of the ECC congregations in her Area;
- c. facilitate regional retreat planning in coordination with the retreat board or the host church in her Area;
- d. provide a poster for each regional retreat, for the annual meeting church packets for each ECC congregation in her area, and the display at the Annual Gathering;
- e. facilitate Annual Gathering planning in coordination with the Chair of the Global and Equipping Ministry and the host church when the Annual Gathering is held in her Area; and
- f. serve as Chair of the Nominating Committee on a rotating basis in accordance with the Standing Rules.

ARTICLE V

Leadership

Section 5.1

Officers.

- a. The President shall:
 - 1) have general supervision of the affairs of WMMC;
 - 2) preside at meetings of the Board;
 - 3) call special meetings of the Board or the Executive Committee, when necessary;
 - 4) prepare a draft agenda for the Annual Gathering for approval by the Board;
 - 5) preside at the Annual Gathering; and
 - 6) be authorized to sign checks in the absence of the Treasurer.

- b. The Vice President shall:
 - 1) preside at the meetings in the absence of the President;
 - 2) prepare the Calling Tree, giving each Board member the responsibility for contacting the coordinated women ministries in certain ECC congregations in the Midwest Conference;
 - 3) prepare a yearly prayer calendar for publication; and
 - 4) at all times assist the President in furthering the interests of WMMC.
- c. The Secretary shall:
 - 1) take and keep accurate records of all meetings of the Board and WMMC;
 - 2) furnish the Board with copies of all minutes; and
 - 3) be the custodian of records of WMMC.
- d. The Treasurer shall:
 - 1) encourage financial support for the programs and activities of WMMC;
 - 2) receive, acknowledge, and keep accurate records of all income of WMMC;
 - 3) keep accurate records of all funds received and disbursed;
 - 4) send quarterly reports to the President, Vice President, and Secretary; for the quarters when the Board does not meet;
 - 5) present a report to each Board Meeting;
 - 6) present a report to the Annual Gathering;
 - 7) submit books for audit at the close of each fiscal year; and
 - 8) serve as Chair of the Stewardship and Financial Ministry Committee.

Section 5.2

- The Communications Ministry Specialist shall:
- 1) publish newsletters, Conference newsletter articles, brochures, and Annual Gathering materials;
 - 2) administer the Women Ministries Website;
 - 3) keep and publish an accurate directory of ECC congregations in the Midwest Conference and the contacts for the coordinated women ministries in those congregations; and
 - 4) provide other documents as necessary.

Section 5.3

Board Members.

- a. A representative of the Board of Women Ministries of the ECC shall be an advisor to the Board.
- b. If the Superintendent of the Midwest Conference is male and has a wife, she will be invited to be an advisor to the Board. If the Superintendent is female, she will be invited to be an advisor to the Board.
- c. **Duties and Responsibilities.** The Board shall:
 - 1) The Board shall be authorized to shift some of the responsibilities of board members and to combine the positions of Vice President, Secretary and Communications Ministry Specialist with other board positions to fit the current board makeup and to promote projects.
 - 2) Approve the agenda for the Annual Gathering; and
 - 3) Choose the speaker(s), workshop theme(s), and presenter(s) for the Annual Gathering.
- d. **Meetings.**
 - 1) The Board shall meet at least twice a year.
 - 2) Fifty percent of voting Board members shall constitute a quorum.

e. Executive Committee.

- 1) The Executive Committee shall:
 - a) meet at the call of the President; and
 - b) transact emergency business for the Board between meetings of the Board.
- 2) The Executive Committee shall not make any decisions that determine policy.

ARTICLE VI

Focused Ministry Committees

Section 6.1

Each focused ministry committee may have up to three members appointed by the Chair of the committee and approved by the Board. The President of WMMC shall be an ex-officio member of each committee. Each focused ministry committee shall:

- a. prepare a report for the Annual Gathering booklet;
- b. provide a poster for the Annual Gathering; and
- c. may conduct a workshop at the Gathering as designated by the Board.

Section 6.2

The Global and Equipping Ministry Committee shall:

- a. promote global mission ministries and opportunities, including Special Interest Missionaries and cross-cultural mission trip opportunities offered by Women Ministries of the ECC;
- b. make information available to ECC congregations in the Midwest Conference regarding needs for medical and other types of equipment and supplies for home and world mission fields;
- c. make recommendations regarding mission study materials, especially those that relate to ECC missions;
- d. encourage financial support for Special Interest Missionaries;
- e. encourage spiritual growth and renewal through promotion of appropriate resources prepared or recommended by Women Ministries of the ECC and the Department of Christian Formation, including Bible study materials, books and periodicals;
- f. promote leadership training materials and opportunities;
- g. promote *InSpirit* magazine;
- h. coordinate Annual Gathering planning in conjunction with the host church; and
- i. coordinate, assemble and maintain a Conference Women Ministries display at the Annual Gathering.

Section 6.3

The Compassion, Mercy, and Justice Ministry Committee shall:

- a. make recommendations to the board for the annual projects of Women Ministries of the Midwest Conference;
- b. promote and encourage financial support for the annual projects of WMMC.
- c. serve as liaison to Women Ministries of the ECC for compassion, mercy, and justice ministries;
- d. promote ministries of compassion, mercy, and justice through publications of Women Ministries of the Midwest Conference;
- e. suggest service project opportunities in the congregation, the community, and the world; and
- f. encourage Christian citizenship by exploring opportunities in the community in the areas of legislation, education, and race relations.

- Section 6.4** The Stewardship and Financial Ministry Committee shall:
- a. recommend to the board activities or projects for creative fundraising;
 - b. encourage financial support for the programs and activities of WMMC and Women Ministries of the ECC; and
 - c. administer the CCC baby certificate program.

ARTICLE VII Annual Gathering

- Section 7.1** The Annual Gathering of WMMC shall be held at a time and place to be determined by the Board.

Section 7.2 **Delegates.**

- a. The coordinated women ministries of each ECC congregation in the Midwest Conference may send an unlimited number of delegates to the Annual Gathering of WMMC.
- b. All members of the Board of WMMC shall be delegates to the Annual Gathering of the WMMC.
- c. Each delegate must be duly registered by the Annual Gathering of the WMMC.
- d. Twenty-five percent of the duly registered delegates shall constitute a quorum.

- Section 7.3** **Agenda.** The agenda shall be prepared by the President of WMMC and approved by the Board. The President of WMMC shall send a proposed agenda to all Board members by e-mail. Board members shall respond by e-mail, either approving the proposed agenda or suggesting changes.

Section 7.4 **Nominations and Elections.**

- a. Women Ministries of the Midwest Conference shall have a Nominating Committee consisting of the Area Coordinators and not more than three additional members appointed by the Area Coordinators. The Area Coordinators shall rotate as Chair of the Nominating Committee.
- b. The Nominating Committee shall slate candidates for the following eight positions: President, Secretary, Treasurer and Chair of the Stewardship and Financial Ministry Committee, Four Area Coordinators), Chair of the Global and Equipping Ministry Committee, and Chair of Compassion, Mercy, and Justice Committee.
- c. Elections for these positions shall take place at the Annual Gathering. Nominations of additional candidates may be made from the floor, with the prior consent of the proposed nominee. Each proposed floor nominee must meet all requirements for the position. Election shall be by a majority of votes cast.
- d. Elections for the following positions shall take place in even-numbered years: President, Chair of the Global and Equipping Ministry Committee and The Eastern and Western Area Coordinators.
- e. Elections for the following positions shall take place in odd-numbered years: Treasurer and Chair of the Stewardship and Financial Ministry Committee, Chair of the Compassion, Mercy and Justice Committee and The Central and Southern Area Coordinators.
- f. Each officer, Area Coordinator, and Chair of a focused ministry committee shall be elected for a two-year term and shall serve no more than two consecutive terms in the same position. At any given time each geographical area shall have an

Area Coordinator and no geographical area shall have more than one Area Coordinator.

- g. The Board shall have the authority to shift the responsibilities of board members and to combine the positions of Vice President, Secretary and Communications Ministry Specialist with other board positions to fit the current board makeup.

ARTICLE VIII Fiscal Year

This article currently contains no bylaw provisions.

ARTICLE IX Amendments

Section 10.1 **Amendment of Bylaws.** Proposed amendments to these bylaws must be submitted in writing to the Board at least sixty days before the Annual Meeting. At least thirty days prior to the Annual Gathering, the President of WMMC shall send a copy of each proposed amendment to the coordinated women ministries of each ECC congregation in the Midwest Conference to be included in the Annual Gathering newsletter mailing. At the Annual Gathering a proposed amendment must receive the affirmative vote of a majority of all votes cast in order to be adopted.

Approved 4/25/2008



**STANDING RULES
WOMEN MINISTRIES
OF THE MIDWEST CONFERENCE
OF THE EVANGELICAL COVENANT CHURCH**

- I** Women Ministries of the Midwest Conference shall pay all expenses for the President, or her representative, to the Annual Meeting of the Midwest Conference, meetings of the Board of Women Ministries of the ECC, and the Triennial or other periodic meeting of Women Ministries of the ECC.
- II** Women Ministries of the Midwest Conference shall pay the expenses of Board members incurred while performing their duties as Board members. These expenses shall include, but are not limited to, a mileage allowance or other prudently planned reasonable costs of travel and lodging (double occupancy when possible). Mileage allowance as of April 2006 is thirty-eight cents per mile. Board members are encouraged to stay in the homes of host church families whenever possible.
- III** Board members will send in their own registrations for the Annual Gathering of Women Ministries of the Midwest Conference. WMMC will reimburse Board members for the cost of these registration fees and the cost of meals during Board sessions at the Annual Gathering.
- IV** The Midwest Conference Project of Women Ministries shall run for the calendar year.
- V** The Annual Gathering of Women Ministries of the Midwest Conference is held in conjunction with the Annual Meeting of the Midwest Conference.
- VI** The WMMC Board shall have these options for Annual Meeting format:
- Local speaker \$150 to \$250 total
 - Well-known speaker (fee at the Board's discretion)
 - Thursday evening meal @ \$10 to \$12 per person
 - Friday brunch or lunch @ \$6 to \$8 per person
- Program participants are to receive a free meal and registration.
- VII** Under Section 7.4.a of the bylaws, the rotation for Chair of the Nominating Committee shall be as follows:
- 2008 Eastern (Iowa)
 - 2009 Central (Nebraska)
 - 2010 Western (Colorado)
 - 2011 Southern (Kansas and Missouri)