

# American Baptist Women's Ministries of Indiana

## *BYLAWS*

### **Article I**

#### **Name**

The name of this organization shall be American Baptist Women's Ministries of Indiana, the division of women's work of the American Baptist Churches of Indiana and Kentucky.

### **Article II**

#### **Mission Statement**

In commitment to Jesus Christ as Lord and Savior and to the mission of the Church, and through the enabling of the Holy Spirit, American Baptist Women's Ministries provides opportunities for each woman and girl to:

- become and develop as God's person,
- build God's faith community, and
- serve God's world.

### **Article III**

#### **Invitation to Participate**

##### **Section 1 – Participation**

All women are invited to participate in American Baptist Women's Ministries. Each woman is encouraged to participate according to her own needs, interests, and gifts, as led by the Spirit of God.

##### **Section 2 – Membership**

The membership of this organization shall consist of women members in the cooperating churches of the American Baptist Churches of Indiana and Kentucky and members of other women's groups in the state cooperating with the American Baptist Churches USA.

##### **Section 3 – Affiliations**

This organization shall be the division of women's work of the American Baptist Churches of Indiana and Kentucky and shall cooperate with the boards of the American Baptist Home Missions Societies (ABHMS) and International Ministries of the American Baptist Churches U.S.A.; it shall be affiliated with Church Women United of Indiana.

### **Article IV**

#### **Officers**

##### **Section 1 – Elected Officers and Committee Members**

- A. The officers shall be: President, Secretary, Treasurer, Coordinator of Personal Development Ministries, Coordinator of Church & Community Ministries, Coordinator of Mission & Service Ministries, Conference Chair, Auditor, Nominating Committee, Summer Conference Committee, and Finance Committee.
- B. All officers elected and appointed shall work closely with the President.

##### **Section 2 – Election**

The officers of American Baptist Women's Ministries of Indiana shall be elected at the Annual Meeting of American Baptist Women's Ministries of Indiana. Only those who have consented to serve shall be eligible for election.

\*\*In one year, the officers to be elected shall be: Secretary, Coordinator of Personal Development Ministries, and one member of Church and Community Committee, four (4) Nominating Committee members, two (2) Conference Committee members, and one member of Finance Committee. (total of 10)

\*\*The next year, the officers to be elected shall be: President, Coordinator of Church & Community Ministries, Auditor, four (4) Nominating Committee members, Conference Registrar, one (1) Conference Committee Member. (Total of 9)

\*\*The following year, the officers to be elected shall be: Treasurer, Coordinator of Missions and Service Ministries, Conference Chair, four (4) Nominating Committee members, one member of Church and Community Committee, one (1) Conference Committee Member, and one member of Finance Committee. (total of 10)

### **Section 3 – Vacancies**

Vacancies, which occur between elections, shall be filled by the Executive Committee upon recommendation of the Nominating Committee. If the President is unable to fulfill her duties for a brief period of time, the Area of Ministry Coordinator who has the longest tenure in office shall assume the duties of the President on a temporary basis.

### **Section 4 – Term of Office**

The term of office shall be three (3) years and shall begin (November 1) with the exception of the Treasurer whose terms shall run January 1 to December 31. An officer shall not be elected to any office until at least one year of time shall have elapsed following her term, except for the office of President.

### **Section 5 – Appointive Officers**

- A. The appointive officers shall be: AB G.I.R.L.S. Chair, Young Adult Women's (Y.A.W.) Chair, Women's Day Chair, and Nominating Committee Chair and Technology Chair.
- B. The appointive officers shall be appointed for a term of three (3) years with the exception of the Nominating Committee Chair, who will serve one (1) year. The Chair of AB G.I.R.L.S., and Young Adult Women's (Y.A.W.) Chair, and Technology Chair shall be eligible for reappointment for as long as the organization desires.

## **Article V**

### **Annual Meeting**

The Annual Meeting of American Baptist Women's Ministries of Indiana will be held in the fall, and will be the second Saturday in October, coordinated by the President and Women's Day Chair.

## **Article VI**

### **Elections**

#### **Section 1 – Method of Election**

- A. The elected officers of the American Baptist Women's Ministries of Indiana shall be elected at the Annual Meeting and shall serve for a period of three (3) years.
- B. Election shall be by ballot except where there is but one (1) nominee for each office, in which case the Secretary shall be instructed to cast the elective ballot for the nominees.

#### **Section 2 – Nominating Committee**

- A. The Nominating Committee shall consist of five (5) members representing five (5) Associations. This Committee shall report at the Annual Meeting, presenting one (1) name for each office to be filled.
- B. The Committee shall give potential names to the Executive Committee to allow for input prior to asking those persons to serve.

- C. Only those who have consented to serve shall be eligible for nomination.
- D. The Nominating Committee shall serve throughout the year making recommendations, when necessary, to the Executive Committee for the filling of vacancies in office.
- E. Members of the Nominating Committee may not serve in two (2) consecutive terms.

### **Section 3 – Installation**

Officers shall be installed at the Annual Meeting and shall assume office November with the exception of the Treasurer, who shall assume office January 1. Outgoing officers and chairs shall also have forwarded workbooks and other pertinent materials to their successors.

## **Article VII**

### **Duties of Elected Officers**

#### **Section 1 – Administrative Officers**

A. The **President** shall:

1. Preside at all meetings of the American Baptist Women’s Ministries of Indiana, its Board of Managers, and its Executive Committee.
2. By virtue of her office, be an Associate member of the Board of Managers of American Baptist Women’s Ministries USA, and the Edna Martin Christian Center Board.
3. Work with the Women's Day Chair to secure and arrange for the Women's Day site.
4. Coordinate and promote all plans and policies affecting work in the state.
5. Promote other denominational conferences such as the National Women’s Conference.
6. Be a member ex-officio of the AB G.I.R.L.S. and all committees except the Nominating Committee.
7. The President will appoint, with the approval of the Executive Committee, Chairs for the Nominating Committee, AB G.I.R.L.S., Young Adult Women (YAW), Technology, and Women’ Day prior to Fall Annual Meeting.
8. Appoint special committees and/or chairs as deemed necessary.
9. Register her signature at the bank as an emergency measure.
10. Have the authority to appoint a person to serve in her stead on individual committees or boards, if deemed appropriate.
11. Communicate with and give guidance to her counterparts.

B. The **Secretary** shall:

1. Record accurate minutes of all meetings for the organization, the Board of Managers and the Executive Committee, and completing minutes as soon as possible. Make sure President receives a copy of minutes in ten (10) days.
2. Know how to use a computer to keep minutes and know how to use email.
3. Be custodian of the American Baptist Women’s Ministries of Indiana historical and current records.
4. Conduct the correspondence as directed.
5. Work with the President on the preparation and distribution of the Yearbook and Officer’s Update Booklets.
6. Keep a scrapbook with press notices, programs from Conventions, Conferences, and such other material as she may deem of value in compiling a history of the American Baptist Women’s Ministries of Indiana.
7. Coordinate publicity & public relations as directed.
8. Serve on the Conference Committee.
9. Communicate with and give guidance to her counterparts.

C. The **Treasurer** shall:

1. Know how to use a computer and prepare financial reports using the computer.

2. Have general oversight of the finances of the American Baptist Women's Ministries of Indiana and AB G.I.R.L.S., under the direction of the Board of Managers. (Ella Mae Tomlinson Memorial Fund is included here.)
3. Be responsible for the receipt, deposit and disbursement of all funds for the women and girls.
4. Report to the Board of Managers at each meeting and at the annual meeting of the American Baptist Women's Ministries of Indiana.
5. Prepare the books for the annual audit.
6. Be bonded for an amount to be determined by the Finance Committee.
7. Be a member of the Finance Committee.
8. Be an ex-officio member of the Church and Community Committee, and the Conference Committee.
9. Communicate with and give guidance to her counterparts.
10. The Treasurer shall register her signature at the bank.

**Section 2 – Coordinators of Areas of Ministries**

A. The **Coordinator of Personal Development Ministries** shall:

1. Identify and develop resources related to this area of ministry, which is designed to provide opportunities for each woman to become and develop as God's person; deepening her faith, developing her gifts, and becoming a more effective Christian disciple and steward. This includes, but is not limited to, the following:
 

prayer	stewardship	faith development
devotional preparation	leadership development	Bible study
discovery of gifts		discipleship
2. Encourage the inclusion of these ministries in programs and activities.
3. By virtue of her office, be an ex-officio member of the Conference Committee.
4. Plan AB Women's Ministries retreat for the Board of Managers, along with the President.
5. Communicate with and give guidance to her counterparts.
6. Be responsible for promoting the use and reading of literature prepared by the AB Women's Ministries and other denomination and approved inter-denominational literature. She shall promote current program materials and the Leader's Reader.

B. The **Coordinator of Church & Community Ministries** shall:

1. Identify and develop resources related to this area of ministry, which is designed to provide opportunities for women to build God's faith community: developing relationships with one another, with girls and women of all ages, with their own families and our American Baptist family, with our brothers and sisters of other denominations and women and men in professional church leadership. This area of ministry is also designed to provide opportunities for women to serve their communities by studying issues of concern and involving themselves in meeting the physical and spiritual needs of others in their homes and their communities. This includes the promotion of, but is not limited to, the following:
 

support of women in professional	worship	church ministry
cross-cultural relationships	ABC identity	local issues
ecumenical involvement	family	
evangelism community service	mission study theme (general)	
2. Encourage the inclusion of these ministries in programs and activities.
3. Guide the committee to award scholarships according to the State Scholarship policies, as funds permit.
4. Send out notices to all scholarship applicants. Communicate with State Officers and Association contacts who their Scholarship Student is for said year.
5. By virtue of her office, is an ex-officio member of the Conference Committee.
6. Communicate with and give guidance to her counterparts.
7. Promote the current State Project, which is approved at the Annual Meeting.

8. Lead the Church and Community Committee which shall consist of the Chair and two (2) elected members.

C. The **Coordinator of Mission & Service Ministries** shall:

1. Identify and develop resources related to this area of ministry, which is designed to provide opportunities for women to serve in God's world by: participating in American Baptist mission outreach, studying issues of concern, and involving themselves in meeting the physical and spiritual needs of others in our nation and God's world. This includes, but is not limited to, the following:

national and global issues	mission tours
special interest missionaries	special projects
mission study theme (geographic)	mission education
2. Encourage the inclusion of these ministries in programs and activities.
3. By virtue of her office, is an ex-officio member of the Conference Committee.
4. Communicate with and give guidance to her counterparts.
5. Be responsible for the distribution of White Cross requests to each Association Missions and Service Coordinator or White Cross Chair.
6. Be responsible for the promotional and educational phases of White Cross.
7. Be responsible for sending in the end of year White Cross report to the National ABWM.

D. **The Parliamentarian shall:** be the Immediate Past President.

Advise the presiding officer on points of parliamentary law, give similar advice to the organization, when requested, and serve in an advisory capacity on the Executive Committee and the Board of Managers.

E. The **Auditor** shall:

Audit the records of the Treasurer within ten (10) days prior to the Annual Meeting and present this report at the Annual Meeting. This report shall be voted upon at the Annual Meeting.

F. The **Finance Chair** shall:

Convene a meeting of her committee to select a project and compile a budget and present the budget and recommended project to the Executive Committee, Board of Managers, and at the Annual Meeting.

G. The **Conference Chair** shall:

Together with her committee, make all Conference plans and arrangements in cooperation with the President and with the approval of the Executive Committee.

## **Article VIII**

### **Duties of Appointed Officers**

A. The **Young Adult Women's (Y.A.W.) Chair** shall:

1. Serves as a member of the Board of Managers, as well as other committees and/or task groups as assigned by the President.
2. Gives leadership to visualize, plan, and set goals for our ministries with young adult women.
3. Gives to all event planning groups (conference, Women's Day, mission encounter tours) appropriate input and feedback on relevant activities for young adult women.
4. Encourages young women to participate in state and national events for women.
5. Encourages qualified young women to complete biographical data forms for the nominating committee's consideration.

B. The **Women's Day Chair** shall:

- a. Along with the President, work with the Local Arrangements Committee, to make all arrangements for Women's Day including program, site, housing, and meals.

C. The **Nominating Committee Chair** shall:

- a. Along with her committee, prepare a slate of officers. She will present them at the Annual Meeting in October.

D. The **Technology Chair** shall:

- a. Be responsible for overseeing all aspects of technology needs which occurs at State Retreat, Summer Conference and Women's Day

## **Article IX**

### **Board of Managers**

#### **Section 1.**

The Board of Managers of the American Baptist Women's Ministries of Indiana shall consist of the elected and appointed officers, the Standing Committee Chairs, such other chairs as may have been appointed, the immediate past President and the Association Presidents.

#### **Section 2.**

The Board of Managers shall meet prior to the Annual Meeting of AB Women's Ministries, at the Spring Board meeting, and other meetings at such time and place as it may be determined by the President. Twenty-five (25) members shall constitute a quorum.

#### **Section 3. – Duties**

The Board of Managers shall transact all official business between annual meetings of the American Baptist Women's Ministries of Indiana and shall have charge of planning for all necessary financing.

## **Article X**

### **Executive Committee**

#### **Section 1.**

The Executive Committee shall be composed of the President, Secretary, Treasurer, Coordinators, and Immediate Past President/Parliamentarian.

#### **Section 2.**

The Executive Committee shall meet at the call of the President. Four (4) members shall constitute a quorum.

#### **Section 3. – Duties**

The Executive Committee shall have all the authority of the Board of Managers between meetings of the Board; approve appointment of Appointive Officers, Standing Committees and any other committees or chairs; and fill vacancies in office with the recommendation of the Nominating Committee.

#### **Section 4.**

The President shall have the authority to include any chair in the Executive Committee when deemed necessary.

## **Article XI**

### **Standing Committees**

#### **Section 1.**

The Standing Committees shall be: Nominating, Finance, Conference, and Women's Day.

#### **Section 2. – Duties of Standing Committees**

- A. The **Nominating Committee** shall discharge its duties as instructed by Article VI, Section 2 of these Bylaws.
- B. The **Finance Committee** shall consist of two (2) elected members representing two Associations (one will serve as the chair), and the Treasurer. The Chair of this Committee shall, along with the President, register her signature at the bank. This Committee shall prepare the budget, approve expenditures, and recommend a Special Project.

- C. The **Women's Day Committee** shall include a Chair, the Local Arrangements Committee, and others as she deems necessary. This Committee along with the President shall formulate plans and make all arrangements for Women's Day.
- D. The **Conference Committee** shall include the President, Secretary, Treasurer, Coordinator of Personal Development, Coordinator of Church & Community, Coordinator of Missions and Service, and the Y.A.W. Representatives as ex-officio members, plus four (4) elected members. This Committee shall make all plans and arrangements for Summer Conference.

## **Article XII**

### **Associations**

The American Baptist Women's Ministries of each Association cooperating with the American Baptist Women's Ministries of Indiana shall be affiliated with the National organization of American Baptist Women's Ministries.

## **Article XIII**

### **Parliamentary Authority**

The rules contained in Robert's Rules of Order Revised shall govern the American Baptist Women's Ministries of Indiana in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

## **Article XIV**

### **Amendments**

These Bylaws may be amended by a two-thirds (2/3) vote at any meeting of the Board of Managers provided that sixty (60) days-notice shall have been given.

Revisions for the Bylaws shall be reviewed every five (5) years, or as needed. There shall be three (3) members on the committee. The President shall appoint this committee.

### **Standing Rules:**

1. There shall be an annual State Officers' Retreat to be arranged for and conducted by the Coordinator of Personal Development Ministries and the President. Those persons expected to attend shall be: all Elected and Appointed Officers, Association Presidents, and the immediate past State President. All Past Presidents are invited to attend.
2. A woman elected or appointed to fill a vacancy for more than a year of an unexpired term shall be considered to have served a full term. One who fills a vacancy of one (1) year or less of an unexpired term shall be eligible for a full term of office in the same position.
3. The minutes of the Annual Meeting shall be approved by the Executive Committee. Copies of the minutes shall be sent by the Secretary to each member of the Committee within ten (10) days after the meeting.
4. The minutes of the Board of Managers' meeting shall be approved by the Executive Committee within two (2) weeks after the meeting. It is understood that in every case, officers and chairs shall use and promote denominational literature and materials available in their fields.
5. To be eligible to hold an office, a woman must be a member actively involved in an American Baptist Church of Indiana or Kentucky.

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