

BY LAWS OF
ST. PHILIP'S WOMENS GROUP
SOUTHPORT, NORTH CAROLINA

All baptized women of St. Philip's Episcopal Church are automatically members of St. Philip's Womens Group.

VISION

Our vision for all the women of St Philip's Episcopal Church is that we become a vibrant blend of all ages, coming together as a peacemaking, healing part of the Church. We aspire to be a God spark shining and sharing the love of Christ.

ARTICLE 1 The organization

- A. The organization shall be called St. Philip's Womens Group.
- B. It shall be the liaison for all activities pertaining to women's activities in the Church.
- C In accordance with Church procedures, all activities entered into by any member of the women's group must first be submitted to the Board who will then seek the approval of the Vestry.

ARTICLE 2 The Board

- A. The Board shall consist of five members.
- B. The Board shall appoint a nominating committee at the beginning of each year.
- C. The Board members shall be elected by the members from the names submitted by the nominating committee.
- D. Members will serve a term of two years with the term beginning in January.
- E. Three Board members will be elected in even years. Two will be elected in odd years.
- F. Board members shall be ineligible to serve two consecutive terms.
- G. The Board shall have the power to appoint special committees.
- H. The Board shall have the power to replace a vacancy on the Board and appoint an interim member.
- I. The Board shall appoint the treasurer for a term of 2 years that may be renewed one time.
- J. The Board shall meet a minimum of four times during the calendar year, once each quarter.
- K. All records pertaining to the group including financial, communication and records of meetings shall be the responsibility of the Board.
- L. The Board will provide an annual report of activities, financial status and a proposed budget each November prior to the annual Congregational meeting.
- M. The Board will provide an annual report of activities, financial status and the budget at the annual meeting of the congregation.

ARTICLE 3. The Treasurer

- A. The treasurer shall be bonded in accordance with Canon Law and be willing to submit to a background check.
- B. The Treasurer shall receive and disburse all monies in compliance with current accounting standards.
- C. She shall deposit all funds in accounts in the Name of St. Philip's Womens Group and shall disburse same as directed by the board.
- D. All board members signatures shall be on all bank account signature cards. Two signatures shall be required on all checks.
- E. She shall provide a complete written report of all income and disbursements quarterly and for the annual meeting.

F. Financial reports shall be signed by the Treasurer and the Board members.

G. In the event that the Treasurer is unable to fulfill her duties, the Board will have the authority to appoint a new or interim Treasurer.

ARTICLE 4. Disbursement of funds.

A. All requests for outreach funds shall be made in writing by September 1 for the current year for consideration by the whole Board.

B. Request forms should be submitted directly to any current member of the Board.

C. The treasurer on receipt of the appropriate documentation shall pay expenses for fund raising activities which total less than \$100.00. Prior to disbursement the Board shall approve expenses exceeding \$100.00.

D. At the end of the calendar year, after all distributions have been made, the balance maintained in the checking account shall be at the discretion of the board.

ARTICLE 5. Change in by laws.

1. The bylaws shall be reviewed annually by the Board.

2. Any articles of these by laws may be changed by a two-thirds vote of the members present at the Annual meeting of this group which will be held on a day in October after the Bazaar on a date to be determined

3. Changes in the bylaws will not become effective until the quarter following the approved change.

Episcopal Churchwomen's Prayer:

Almighty God, we pray that You will bless our work in mission and ministry in the world. Help us to pray fervently, labor diligently and give liberally to make known the power of your love given through your son Jesus Christ. Let us not forget the lessons from the past nor fear the challenges of the future. Anoint us with your grace and shine in our hearts as we reflect your light throughout the world. Amen