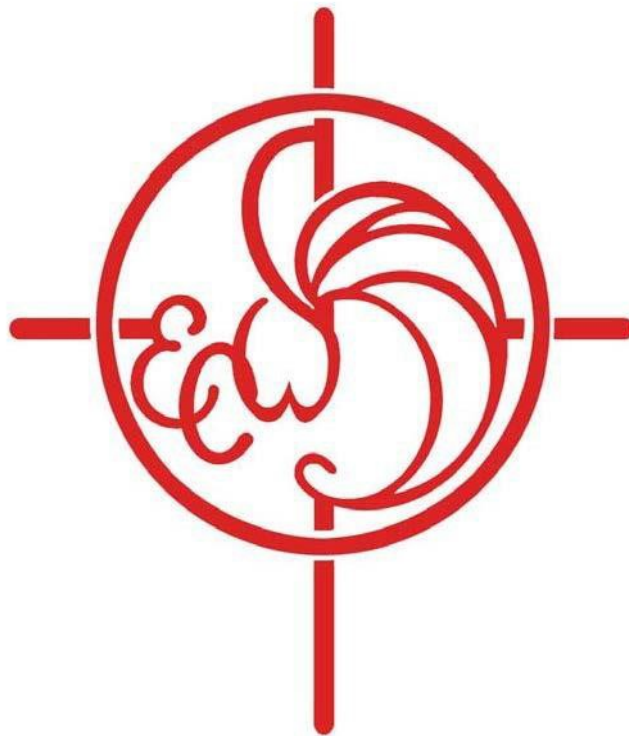


# **Episcopal Diocese of Southern Virginia**



## **Episcopal Church Women Information Handbook**

**Revised April 2021**

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**Please pass this handbook to your successor when you go out of office. Additional handbooks are available on [the Diocesan Website under the Episcopal Church Women.](#)**

## WHO WE ARE

We are Episcopal Church Women of all ages, ethnic origins and socioeconomic backgrounds who hold a variety of views. However, the common denominator of our members is love of God and the wish to do His work.

***Mission*** – Centered in congregations, the Episcopal Church Women (ECW) empowers women to do Christ’s ministry in the world.

***Vision*** – Our vision for all women of the 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.

## HOW WE OPERATE

The life of Episcopal Church Women begins in the local congregations and continues in our nine convocations and at the diocesan, provincial and national levels. Each has its own unique characteristics, which enable the mission and ministry of women.

Episcopal Church Women are an integral part of the Episcopal Church USA, which consists of nine provinces and is a part of the world-wide Anglican Communion.

## NATIONAL STRUCTURE

The National Board of the Episcopal Church Women USA is composed of an Executive Committee of five members elected by the delegates to the Triennial Meeting of the women of the Church; one representative from each Province elected by the Province; two members-at-large elected by ballot at Triennial Meeting; one member from the Executive Council, appointed by the Presiding Bishop.

The Role of the National Board of ECW is to:

Unite the women of the church in a program of worship, study, service and fellowship which will deepen their own spiritual lives and encourage them in grateful service in the parish, the community, the nation and the world.

## Episcopal Church Women 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.

**BYLAWS**  
**THE EPISCOPAL CHURCH WOMEN OF**  
**THE DIOCESE OF SOUTHERN VIRGINIA**

**ARTICLE I**  
**NAME**

The name of this organization shall be the Episcopal Church Women, Diocese of Southern Virginia, hereinafter referred to as the ECW.

**ARTICLE II**  
**PURPOSE**

**The purpose of this organization shall be to assist the women of the Episcopal Church to carry on Christ's work of reconciliation in the world, and to take their place as leaders in the life, governance and worship of the Church.**

**ARTICLE III**  
**MEMBERS**

All women, by virtue of their membership in an Episcopal Church within the Diocese of Southern Virginia, are members of the Episcopal Church Women.

**ARTICLE IV**  
**OFFICERS**

Section 1. Designation

The officers shall be President, Vice President, Recording Secretary, Treasurer, Corresponding Secretary, and Parliamentarian. They shall serve as the Executive Committee of the Board.

Section 2. Duties

A. President

Qualifications:

- (1) Be an active member and in "good standings as a communicant" in an Episcopal Church in the Diocese of Southern Virginia.
- (2) Have been or is active in various ministries of the parish, diocese or province for at least two years.
- (3) Demonstrate good leadership and communication skills.
- (4) Have knowledge of Microsoft Office and can operate a computer and a printer.
- (5) Be familiar with the Newly Revised Robert's Rules of Order.
- (6) Is a proactive spokeswoman for ECW.

Duties/Responsibilities:

- (1) Preside at all meetings, call to order at the appointed time, and adjourn on time.

- (2) Serve as delegate to the Diocese of Southern Virginia at Triennial meetings, the Province III ECW meetings and the Synod.
- (3) Serve as an *ex officio* member of all committees, except the Nominating Committee.
- (4) Appoint all committee members except the Nominating Committee.
- (5) Prepare an annual report.
- (6) Present a report at the Diocesan Annual Council Meeting.
- (7) Prepare meeting agenda.
- (8) Serve as member of the Diocesan Executive Board.
- (9) Be the secondary signature for the organization disbursements.
- (10) May serve on the Jackson-Feild Homes Board and Chanco Executive Board.
- (11) Be in communication with the Executive Committee, with groups in ECW fellowship, ECW Presidents/Contacts, and Convocation Chairs and UTO and CPC Coordinators.
- (12) Refrain from entering the discussion while presiding or voting (NOTE: To do so would lessen the confidence of the assembly in the president's fairness).
- (13) Take the affirmative and negative vote on all questions except complimentary votes, or when the negative vote cannot possibly affect the results.
- (14) Fill any vacancy by appointment, with the approval of the Executive Board.

#### B. Vice President

##### Qualifications:

- (1) Be an active member and "in good standings as a communicant" in an Episcopal Church in the Diocese of Southern Virginia.
- (2) Must have attended at least two ECW meetings on the Parish Level and one on the Diocesan Level.
- (3) Demonstrate good leadership and communication skills.
- (4) Have knowledge of Microsoft Office and can operate a computer and a printer.
- (5) Is a proactive spokeswoman for Episcopal Church Women (ECW).
- (6) Willing to serve in the absence of the President.

##### Duties/Responsibilities:

- (1) Assume the duties of the President in her absence and represent at events per her request.
- (2) Direct program activities of the Diocesan ECW, serve as Program Chairman and assist with the development of a program calendar.
- (3) Select host locations for board and annual meetings.
- (4) Acquire a speaker for Annual meetings.
- (5) Compile, edit, and update the Parish Yearbook with the assistance of the Corresponding Secretary.
- (6) Maintain the "In Memoriam" list.
- (7) Serve as a member of the Finance Committee.
- (8) Have knowledge of the organization's Bylaws and official documents and Robert's Rules of Order, Newly Revised to be an able successor to the President, should the need arise.

### C. Recording Secretary

#### Qualifications:

- (1) Be an active member and in “good standings as a communicant” in an Episcopal Church in the Diocese of Southern Virginia.
- (2) Have attended at least two ECW meetings.
- (3) Have knowledge of Microsoft Office Operating System.
- (4) Can operate a computer and a printer.

#### Duties/Responsibilities:

- (1) Record the minutes of all meetings.
- (2) Distribute copies of minutes to all board members two weeks prior to meetings via email.
- (3) Maintain a file copy of all meeting minutes, committee and officer reports, and the “In Memoriam” lists.
- (4) Provide paper copies of the minutes for those who did not receive an electronic copy.
- (5) Is a member of the Finance Committee.

### D. Corresponding Secretary

#### Qualifications:

- (1) Have knowledge of Microsoft Office Operating System.
- (2) Can operate a computer and a printer.
- (3) Be an active member and in “good standings as a communicant” in an Episcopal Church in the Diocese of Southern Virginia.

#### Duties/Responsibilities:

- (1) Send to the membership a notice of all meetings (virtual, telephonic or postal mail).
- (2) Conduct the general correspondences of the organization.
- (3) Keep records of membership attendance for all meetings.
- (4) Collect registration fees for meetings and turn in collection to the Treasurer.
- (5) Keep the Diocesan Parish Directory and email distribution lists current.
- (6) Maintain a current calendar of all meetings.
- (7) Send copies of written reports from Board officers and Chairmen to members three days prior to each meeting. (NOTE: This position is an appointed position.)

### E. Treasurer

#### Qualifications:

- (1) Have knowledge of QuickBooks Software or is willing to learn the system.
- (2) Can operate a computer and a printer.
- (3) Have attended at least two ECW meetings.
- (4) Be an active member and in “good standings as a communicant” in an Episcopal Church in the Diocese of Southern Virginia.

#### Duties/Responsibilities:

- (1) Receive all funds and make disbursements as are authorized by the executive board members.
- (2) Make a report of transactions for all meetings and send the report to the Corresponding Secretary for all members.

- (3) Be a cosigner with the president or alternate cosigner in her absence, involving checks and cash disbursements.
- (4) Devise a proposed annual Administrative Fund budget, with the help of executive committee and chairpersons of established committees, to be presented at the Annual Fall Meeting.
- (5) Serve as Chairperson of the Finance Committee.
- (6) Be bonded under the Diocesan Plan.
- (7) Submit account books and other required records for audit internally year by January 31<sup>st</sup> and present a report at the Spring Board meeting.
- (8) Request from the Diocesan Comptroller quarterly a summary of the interest in ECW Funds in the Diocese's Compositied Investment Fund, and submit a report to the executive board members in the Spring and Fall Board meetings.
- (9) Serve as *ex officio* member of the Stewardship Committee.

#### F. Parliamentarian

##### Qualifications:

- (1) Have knowledge of Robert's Rules of Order, Newly Revised.
- (2) Be an active member and in "good standings as a communicant" in an Episcopal Church in the Diocese of Southern Virginia.

##### Duties/Responsibilities:

- (1) Advise the president in matters of order and procedure.
- (2) Chair the Legislative Committee, review the bylaws annually and propose recommended amendments as necessary, for the Handbook.
- (3) Present the proposed amendment changes to the executive committee for recommendation to the executive board.
- (4) Submit amendment changes approved by the board to the corresponding secretary for distribution to each parish or mission 45 days prior to Annual Meeting. A vote may be call, by mail or e-mail. (NOTE: This position is an appointed position.)

#### Section 3. Term of Office

- A. Officers shall serve for a term of three (3) years. Officers' terms shall begin January 1<sup>st</sup> after the Annual Fall Meeting at which they are elected.
- B. No officer shall serve more than two terms in any office.

#### Section 4. Vacancies

- A. Apart from the President, vacancies in all offices not filled at the Annual Fall Meeting shall be appointed by the Diocesan Board.
- B. If the President is unable to fulfill her duties for a period of more than two (2) months, she shall be relieved of her duties by a two-thirds vote of the remaining members of the Diocesan ECW Board.
- C. The Vice President shall assume the Presidency and serve until the close of the next Annual Fall Meeting.



**ARTICLE V**  
**THE DIOCESAN ECW BOARD**

Section 1. Composition

The Board is composed of the following members:

- A. The four elected officers, the corresponding secretary, and the parliamentarian.
- B. One representative from each Convocation designated by the Convocation.
- C. The President of each ECW within the Diocese.
- D. A representative from each of the Agencies in Fellowship with the ECW.
- E. Church Periodical Coordinator.
- F. United Thank Offering Coordinator.
- G. Communication Chair.
- H. Prayer and Worship Chair.
- I. Student Work Chair.
- J. Historian/Archivist.
- K. Nominating Chair.
- L. Special Stewardship Chair.

Section 2. Duties

- A. The Board shall carry out the purpose of the organization.
- B. The Board shall plan and present the Annual Meetings.
- C. The Board shall be responsible for managing all funds of the organization.
- D. Present the annual budget to be adopted during the Fall Board Meeting.
- E. Report all income and expense during the Spring and Annual Fall Meetings.

Section 3. Meetings

- A. The Board shall meet at least twice during the calendar year. The Board Meetings may be virtual, or as designated by the President. One board meeting shall be in the Spring and one in the Fall.
- B. There shall be two general meetings, one in the Spring and one in the Fall. The Fall shall be designated as Annual Meeting.

**ARTICLE VI**  
**EXECUTIVE COMMITTEE**

Section 1. Composition

The elected officers constitute the Executive Committee, as well as the Corresponding Secretary and the Parliamentarian.

Section 2. Duties

The Executive Committee shall be authorized to transact business between the meetings of the Board. A written report shall be sent to the full Board within thirty (30) days of any recommendations made by the Executive Committee before adoption.

## **ARTICLE VII ELECTIONS**

### Section 1. Nominations

- A. The Nominating Committee is devised for the election of officers. It shall consist of at least four representatives from different Convocations.
- B. The Nominating Committee shall make nominations for all positions set forth in Article IV, Section 1, A of these bylaws, except those positions which are appointed.
- C. Nominations shall be received by the Nominating Committee no later than one (1) month prior to the Annual Fall Meeting.
- D. Nominations may not be made from the floor unless these nominations have been approved by committee, at least 48 hours prior to meeting.

### Section 2. Eligibility

- A. Each nominee for officer shall have attended at least two general meetings.
- B. Each nominee shall be in good standing in ECW. An ECW member in good standing is one who participates in the ECW meetings, activities and pays member dues.

### Section 3. Election

Election may be by ballot or viva-voce at the Annual Fall Meeting. If there are two or more nominees for any office and no nominee receives a majority of the votes, the voting shall continue until one nominee receives a majority vote.

## **ARTICLE VIII THE ANNUAL MEETING**

### Section 1. Time and Place

The Annual Meeting shall be held in the fall.

### Section 2. Purpose

The purpose of the Annual Fall Meeting shall be to provide a forum for education, training and worship. It shall elect officers and conduct such other business as shall be necessary.

### Section 3. Voting Members

Voting members of the Annual Meeting shall be:

- A. Financial members from each ECW in the Diocese.
- B. Current ECW Diocesan Board Members.
- C. Convocation Presidents/Representative.
- D. Representatives from established Episcopal women's organizations.

### Section 4. Quorum

ECW members representing a majority of the chapters registered shall constitute a quorum.

## **ARTICLE IX COMMITTEES**

The committees, standing and special, shall be appointed by the president, in consultation with the Board, to carry out the business of the organization. Membership on committees may come from within or outside the Board.

**The Standing Committees shall be: The Executive Committee, Finance Committee, Legislative Committee, Special Stewardship Committee.**

### **Section 1. Executive Committee:**

- A. The president shall serve as chair. The members are the president, vice president, secretary, treasurer, corresponding secretary, and parliamentarian.
- B. The president may conduct a meeting of the executive committee as deemed necessary.

### **Section 2. Finance Committee:**

- A. The treasurer shall serve as chair, the committee shall be composed of a representative from each convocation, president and recording secretary. The immediate past treasurer may serve as a consultant.
- B. The committee will prepare an administrative budget, to be presented to the Board for approval at the fall board meeting.

### **Section 3. Legislative Committee:**

- A. The parliamentarian shall serve as chair and be composed of at least four members of the board.
- B. The committee reviews the bylaws annually and propose revisions as deemed necessary.

### **Section 4. Nominating Committee:**

- A. Is composed of the chair and four representatives from the convocations.
- B. The committee presents a slate of candidates to the board, e-mails, and/or mails a copy to each parish/mission president prior to the annual meeting. The committee must have the consent of each nominee.
- C. Nominations may be made from the floor at the annual meeting, provided names have been submitted to the chair 48 hours prior to the meeting.

### **Section 5. Special Stewardship Committee shall:**

- A. Meet at least once every calendar year in March or April for the purpose of awarding money from the Flora A. Penick Fund, as available.
- B. Hold office for a term of three years.
- C. Serve one term; members cannot serve more than two consecutive terms and may be reappointed after a full year hiatus.
- D. Be composed of:
  - (1) Three past presidents appointed by the current president, one of whom shall be the immediate past president.
  - (2) Four members-at-large appointed by the Special Stewardship Committee.
  - (3) The current president and treasurer shall be *ex officio* members.

- E. Elect the chair and secretary to serve three-year terms, transact business with at least five members of the committee present.
- F. Any vacancy shall be filled by the special Stewardship Committee in accordance with the above guidelines.

## **OTHER COMMITTEES and/or COORDINATORS**

### **Section 1. Communication Chair** shall:

- A. Be responsible for publishing a newsletter, *The Grapevine*.
- B. Be responsible for submitting news items to the Diocesan e-news.
- C. Be responsible for submitting updates for the ECW page on the Diocesan Website.
- D. Be responsible for the ECW Facebook Website.

### **Section 2. Prayer and Worship Chair** shall:

- A. Be responsible for prayers and devotions at all meetings.
- B. Plan and implement "Time for Reflection" with a committee of her choosing.
- C. Publicize workshops and Christian Formation activities. Encourage the establishment Bible Study.

### **Section 3. Student Work Chair** shall:

- A. Chair the committee for evaluating and awarding the Tucker Memorial and the Elise Holladay scholarships.
- B. Inform parishes and missions of the availability of scholarships.
- C. Be responsible for the Book of Remembrance and send all donations to the treasurer.

### **Section 4. Historian/Archivist** shall:

- A. Search out and continue to compile records of the history of the ECW. These records shall include parish, convocation and diocesan histories and shall be stored in a fireproof area of a building with public access, said building to be selected by the historian/archivist.
- B. Chronicle and document all histories.
- C. Develop a committee to assist her in carrying out these duties.
- D. Make informed determinations of which materials or artifacts will be preserved in their original conditions or scanned/digitized for future use or reference.

### **Section 5. Church Periodical Club Coordinator** shall:

- A. Serve as the liaison with the parishes, the provincial and national organizations.
- B. Promote the CPC throughout the diocese, trains and assists parish representatives and initiates CPC projects within the diocese.
- C. Receive offerings and promote the CPC In-gathering in April and forward funds to the **CPC Administrator P.O. Box 1206 Manorville, NY 11949**.
- D. Be a delegate to the CPC Triennial Meeting and the annual meetings of Province III.

### **Section 6. United Thank Offering Coordinator** shall:

- A. Receive all offerings for fall and spring in-gatherings and forward to the **Domestic and Foreign Missionary Society**.
- B. Disseminate knowledge of the purpose and the use of the United Thank Offering

throughout the diocese.

- C. Disseminate United Thank Offering Grants information, procedures, and deadlines.
- D. Appoint a Grant review committee.
- E. Be bonded under the Diocesan Plan.
- F. Be a delegate to UTO Triennial Meetings and the annual meetings of Province III.

**Section 7. Convocation Chair shall:**

- A. Be a member of the ECW Diocesan board and attend all meetings of that body, and all diocesan meetings.
- B. Preside at all meetings of her convocation.
- C. Communicate with, assist, and visit all parish/mission branches in her convocation.
- D. Call meetings of her convocation board to disseminate information and plan convocation meetings, notifying parish presidents and clergy of same.
- E. Appoint one member each to the diocesan Finance, Legislative, and Nominating Committees (Treasurer serves on Finance), notifying the diocesan ECW President and Vice President (yearbook editor) by November 15.
- F. Ensure that the one half of the collection at meetings is sent to the diocesan treasurer for leadership training; call for a motion to determine the recipient (use) of the other half.
- G. Attend “Time for Reflection” and the special programs of the diocese.
- H. Submit reports of parish accomplishments to the diocesan ECW board.
- I. Meet the deadline dates for reports as follows:
  - (1) September board – establish dates and places of convocation meetings.
  - (2) November 1 – obtain annual reports from all parish/mission branches.
  - (3) November 15 – send to the diocesan yearbook editor an alphabetical list of churches by towns with complete names, addresses, and telephone numbers of clergy, parish/mission presidents (or contact person) and number of ECW women in each.
  - (4) November 15 – compile “In Memoriam” lists, sending one copy to the diocesan yearbook editor and the diocesan recording secretary, and retaining one copy for file with the convocation minutes.
  - (5) At the winter board meeting – supply each diocesan chair with a list of corresponding parish/mission chairs (or contact person).
- J. Be responsible for distribution of handbooks.

**ARTICLE X  
DUTIES OF THE BOARD**

Section 1. The officers, committee chairs, convocation chairs, bishop’s appointees, and representatives of agencies in ECW fellowship shall submit copies of reports at all board meetings marked for the president, recording secretary, and Communication chair.

Section 2. Actions of the board shall be communicated to the parishes and missions by the recording secretary.

Section 3. There shall be up to four delegates to the Triennial Meeting, they shall be the Diocesan ECW President, the UTO Coordinator, the CPC Coordinator, and the nominee for

Distinguished Woman of the Year. An alternate delegate shall be elected at the fall board meeting prior to the year of Triennial to serve in the event a delegate is unable to attend.

## **ARTICLE XI FISCAL YEAR**

The fiscal year of the ECW of the Diocese of Southern Virginia shall begin on the first day of January and shall end on the last day of December.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Canons of the Episcopal Church, these Bylaws, and any special rules of order this organization may adopt.

## **DISCIPLINARY PROCEDURES**

Disciplinary action, including dismissal from Board positions, shall be in accordance with those provisions in Disciplinary Procedures in Robert's Rules of Order Newly Revised, current edition.

## **ARTICLE XIII AMENDMENT OF BYLAWS**

These Bylaws may be amended by two-thirds vote of those present and voting at any General Meeting, providing written notice has been given to all Board members at least forty-five (45) days.

Note: An ex officio member is not elected or appointed to a committee but becomes a member when she is elected or appointed to a particular office. An ex officio member has all the rights, responsibilities, and duties of any other member of the committee, including the right to vote. She is not, as commonly believed, merely a consulting or advising member. She is full-fledged working member of the committee, including voting.

## **POLICIES**

**Courtesy Members.** Bishops' wives, national and provincial officers of the ECW and of Agencies in ECW Fellowship, residing in the Diocese of Southern Virginia, shall be accorded courtesy membership on the board, with seat and voice. Bishops' wives shall hold the title of "Honorary Vice President."

**Past Presidents.** On March 8, 1999, at the Spring Board meeting, the board voted to include all living past presidents on its mailing list, and to accord them ex officio membership with seat, voice and vote on the diocesan ECW board. The past presidents shall also receive the yearbook and other publication of the board.

**Louisa Taylor Letcher Day.** At the 105<sup>th</sup> Annual Council of the Diocese of Southern Virginia in 1997, a resolution was passed that Louisa Taylor Letcher be commemorated as "saint of local remembrance" and that a day be set aside in her honor. Mrs. Letcher was the founder of the ECW in Southern Virginia and its first president. Born in Norfolk, she was baptized, confirmed and married at Christ (& St. Luke's), and buried from St. Andrew's. The ECW of the Norfolk Convocation have observed for several years the date of her death, July 1, 1920, as a day to remember her. This date shall be included on the diocesan ECW calendar, and the diocesan ECW president shall be responsible for delegating appropriate celebration arrangements. The celebration may or may not be held in July.

**Reimbursement.** Board members may be reimbursed (receipts required) for expense incurred that pertains to their board positions. Only the president shall be reimbursed for travel expense unless another board member is elected to travel in her place. Triennial delegates are reimbursed for travel, housing and meeting expenses.

**Investment.** Funds are invested in the Diocese Composite Funds and shall remain until such time the Board deem this to be unbeneficial.

**Investment Funds:**

- (1) Jackson Feild
- (2) Little Roses
- (3) Harriet Taylor (Administrative)
- (4) Flora A. Penick
- (5) Belize Holy Cross School
- (6) Tucker Memorial

**Leadership Training.** At the Spring Board Meeting March 2, 2013, the diocesan ECW Board voted to give whatever funds that should be available to board members to attend diocesan leadership training for example, Bishop's Day workshops. The board will review, and grant requests submitted to the treasurer at the Spring and Fall Board Meetings.