

**CONSTITUTION
EPISCOPAL CHURCH WOMEN
EPISCOPAL CHURCH OF THE ADVENT**

ARTICLE I – NAME

The name of this Branch shall be Episcopal Church Women (ECW) of the Episcopal Church of the Advent, Spartanburg, South Carolina.

ARTICLE II – MISSION

The mission of this organization shall be to unite the women of this Church in allegiance to their Lord, Jesus Christ, in a program of worship, study, work and fellowship, which shall broaden their Christian outlook, strengthen their own spiritual lives, and lead them into Christian service in the parish, community, diocese, nation, and the world.

ARTICLE III - MEMBERSHIP

1. The ECW shall be comprised of those women who, being baptized members of the Church, are engaged, or do desire to engage, in any part of the program as expressed in ARTICLE II.
2. Church Women, who are not connected with any parish or mission, or in whose parish or mission there is no branch organization, or who are visitors to this Church, may become associate members by contributing in any way to the objectives of the ECW.
3. The ECW shall be part of the Eastern District of The Diocese of Upper South Carolina.

ARTICLE IV – ORGANIZATION

1. The ECW is governed by a Board of Directors (Board), which may act through an Executive Committee. The members of the Board of Directors are:
 - A. The Officers, which comprise an Executive Committee.
 - i. President
 - ii. Vice President/President-Elect
 - iii. Immediate Past President – Advisory
 - iv. Recording Secretary
 - v. Corresponding Secretary
 - vi. Treasurer
 - vii. Assistant Treasurer
 - B. Bazaar Chair (s)
 - C. Christian Social Education
 - D. Country Store Chair (s)
 - E. Missions Leader
 - F. UTO/Bena Dial Leader
 - G. Yearbook Leader
 - H. Member At-Large
 - I. The Chairs or Co-Chairs of the Circles, as elected by each Circle

2. The Circles of the ECW are
 - A. Fruit of the Spirit
 - B. Labors of Love
 - C. Lunch Bunch
 - D. Serendipity

3. One or more Special Committees may be formed as provided in this Article.

4. The Executive Committee is entrusted with the power to recommend to the ECW whatever course is necessary to forward the ECW’s work and to perform the duties described in this constitution and parliamentary authority.

5. The Executive Committee is authorized to transact such emergency business as may arise between Board meetings and may fill vacancies on the Board.

6. The President may appoint any Special Committee that she deems necessary to facilitate the carrying out of the work of the ECW and shall appoint the Chair of any Special Committee.

ARTICLE V – ELECTIONS

1. The nominating process includes consultation among the current President, President-Elect, and Director of Parish Life prior to the Annual meeting. Officers and Board members are presented as a slate to be elected at the Annual Meeting. Additional nominations may be made from the floor.

2. Officers elected shall assume their offices at the conclusion of the Annual Meeting and shall serve until the next Annual Meeting, with the exception of the President-Elect and the Assistant Treasurer, who shall serve two-year terms until the second Annual Meeting as follows:

- A. Vice President/President Elect:
 - i. Year One: As Vice-President/President Elect
 - ii. Year Two: As President

- B. Assistant Treasurer
 - i. Year 1: As Assistant Treasurer
 - ii. Year 2: As Treasurer

ARTICLE VI – MEETINGS

1. There shall be a minimum of two (2) ECW meetings annually. The President may call additional meetings when necessary.
2. The winter meeting shall be the ECW Annual Meeting.
3. The ECW Board shall meet on a schedule to be determined annually. The President may call additional meetings when necessary. When Board meetings conflict with holidays, the President may choose alternative dates.

ARTICLE VII – FINANCES

1. The Treasurer and Parish Administrator shall prepare an annual budget to be presented to the Executive Committee for approval. The approved budget shall be submitted for adoption by the membership at the ECW Annual Meeting.
2. Funds for all of the operations of the ECW come from bazaar proceeds.
3. The President, President-elect, Treasurer, Assistant Treasurer, Missions Leader and Bazaar Chair(s) shall be responsible for all Disbursements. An individual may recuse herself from voting if she serves on a specific organization's board or has family members associated with a requesting organization. They shall meet with representatives of the Outreach Commission prior to the ECW annual meeting to make recommendations for the allocations of funds to be disbursed to grant applicants. The funds are those raised by the ECW Bazaar and the Oyster Roast Silent auction, in addition to funds designated for Outreach allocated

through the Advent Foundation. Allocation recommendations shall be approved by the ECW Board and Outreach Commission, then by the Vestry. Following approval, it will be presented for information at the ECW Annual meeting.

4. Memorials, taken from the ECW Discretionary Fund, shall be given annually to the Advent Foundation in memory of those ECW members listed on the Roll of Remembrance. This shall take place prior to the annual Meeting. The Executive Committee shall annually establish the memorial amount.

ARTICLE VIII – QUORUM

1. Ten percent (10%) of the membership of the ECW shall constitute a quorum.
2. A simple majority of the members of the Board, as listed in Article IV, 1, shall constitute a quorum.

ARTICLE IX – AMENDMENTS

This Constitution may be amended as recommended by the ECW Board at the ECW Annual meeting by the affirmative vote of two-thirds (2/3) of those present and voting.

ARTICLE X - VOTING

If a Board vote is needed for approval of expenditure from the Billie Little Kitchen Fund or the ECW Discretionary Fund and when an ECW Board meeting is not feasible, the vote can be taken electronically within the period of time designated in the proposal. The vote passes with a simple majority of the ECW Board.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The most recent edition of *Robert's Rules of Order* shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution.