

# Sample Bylaws

*This is just an example of bylaws. Parts can be added or deleted as necessary for your particular ECW.*

## ARTICLE I: NAME

The name of this organization shall be The Women of \_\_\_\_\_ Episcopal Church, City, State.

## ARTICLE II: PURPOSE

The purpose of this organization is to relate the entire womanhood of the parish to the whole goal of the Church through a program of worship, study, service, gifts and fellowship to the end that each woman may find her place in the parish family and the mission of the church. This includes cooperation with the Episcopal Church Women of the Diocese of \_\_\_\_\_ and the Episcopal Church USA.

## ARTICLE III: MEMBERSHIP

The membership of this organization shall consist of all women of \_\_\_\_\_ Episcopal Church and other women who are interested in the purpose of this organization.

## ARTICLE IV: OBLIGATION

(This is done by the particular church whose bylaws we used to develop this sample. This is purely optional, but could provide startup funding and a tangible expression of commitment to the goals and future of the organization.)

A yearly contribution of \_\_\_\_\_ (\$10, for example) shall be encouraged to ensure that financial obligations may be met and that the on-going work of The Women of \_\_\_\_\_ Episcopal Church may continue. This amount shall be collected in \_\_\_\_\_ (first month) of every year.

## ARTICLE V: OFFICERS

### Section 1: Personnel and Term

The officers shall consist of President, Vice-President, Secretary and Treasurer. They shall be elected at the \_\_\_\_\_ (example: fall) general meeting of the Women of \_\_\_\_\_ Episcopal Church. The term of officers shall be from \_\_\_\_\_ to \_\_\_\_\_ (same month).

### Section 2: Duties

A. President: She shall preside at all meetings of The Women of \_\_\_\_\_ Episcopal Church, the Board of Directors, and the Executive Committee. She shall, with the approval of the Board of Directors, fill vacancies occurring in offices and appoint the committee chairpersons. She shall perform all duties pertinent to the office of President.

B. Vice-President: She shall preside in the absence of the President. She shall serve as liaison for all groups and shall automatically assume the office of President the following year. She shall be responsible for planning of the programs for the general meetings.

C. Secretary: She shall keep the minutes of all meetings of The Women of \_\_\_\_\_ Episcopal Church. She shall conduct all general correspondence.

D. Treasurer: She shall receive and disburse all monies as she may be directed by the organization. She shall collect all membership contributions and shall give an accurate financial report when requested by the President. She shall accept budget requests and present a budget to the board no later than \_\_\_\_\_ (first month of the year). She shall obtain Executive Committee approval for any unbudgeted and unauthorized expenditure which arises between meetings of the Board of Directors.

## ARTICLE VI: BOARD OF DIRECTORS

### Section 1: Personnel and Term

The Board of Directors shall consist of the officers, Committee Chairpersons, representatives from all women's organizations in the church, and the Lay Ministry Coordinator. They shall be elected for a term of one year, with the exception of the Treasurer who shall be elected for a two-year term.

### Section 2: Committee Chairpersons

\*\*\*Any fundraiser, newsletter, permanent activity chairs.\*\*\*

### Section 3. Organizations

1. Altar Guild
2. Daughters of the King
3. United Thank Offering
4. Church Periodical Club
5. Any women's bible study group.

## ARTICLE VII: NOMINATING

The Nominating Committee shall consist of a chairman and two board members appointed by the Vice-President. They shall present a slate of officers to be elected at the \_\_\_\_\_ (last one of the year) general meeting.

## ARTICLE VIII: MEETINGS

There shall be a minimum of six (6) board meetings per year. There shall be a minimum of two (2) general meetings per year. The date, time, and place shall be designated by the Board of Directors.

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#### ARTICLE IX: QUORUM

A quorum of the Board of Directors shall consist of one-third (1/3) of the members of the board.  
A quorum at a general meeting shall consist of the members present at the meeting.

#### ARTICLE X: AMENDMENTS

The bylaws may be amended by any general meeting by a two-thirds (2/3) vote of those present, provided that written notice is given to all members at least one month prior to the meeting.