

THE CONSTITUTION
of
THE WOMEN'S GUILD
of the
Evangelical and Reformed Church



and Suggested Constitutions

for

SYNODICAL

REGIONAL

LOCAL

Women's Guilds

Adopted at
The Third Quadrennial Meeting
Cleveland, Ohio
November 16-19, 1953

REVISED CONSTITUTION
of
THE WOMEN'S GUILD (NATIONAL)
of the
EVANGELICAL AND REFORMED CHURCH

Article I—Name

The name of this organization shall be The Women's Guild of the Evangelical and Reformed Church.

Article II—Purpose

The purpose of The Women's Guild is to unite all the women of the church in Christian fellowship and, with divine help and guidance, to develop an understanding of the work of the entire church, deepen spiritual life, stimulate sacrificial giving, and promote Christian service in the home, the local church, the denomination, the community, the nation and the world.

Article III—Membership

The Women's Guild shall consist of all Synodical Women's Guilds, all Regional Women's Guilds, and all Women's Guilds in congregations located in areas where no Synodical or Regional Women's Guilds exist.

Article IV—Administration

SECTION 1. Officers

- a. The officers of The Women's Guild shall be the President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Secretary, and Treasurer.
- b. Each officer shall be an active member of a Women's Guild and of an Evangelical and Reformed church.

SECTION 2. The work of this organization shall be conducted by the Board of Directors and the Executive Committee, through departments and standing committees, as set forth in the by-laws.

SECTION 3.

- a. An Executive Secretary, Secretaries of Promotion, a Secretary of Literature, an Assistant to the Treasurer, and such other assistants as may be necessary, shall be employed by the Board of Directors.
- b. An employee may serve in more than one capacity.

Article V—Meetings

The Women's Guild shall enact its legislation in regular or special meetings as provided for in the by-laws.

Article VI—Incorporation

The Women's Guild of the Evangelical and Reformed Church or its Board of Directors may be incorporated at such times and under the laws of such state as may be determined by The Women's Guild or by its Board of Directors.

Article VII—Amendments

SECTION 1. The Constitution may be amended by a two-thirds vote of the delegates present and voting at a regular meeting of The Women's Guild, provided the proposed amendment has been submitted by the Board of Directors or by not less than eight Synodical or twenty Regional Women's Guilds at least ninety days prior to a regular meeting of The Women's Guild.

SECTION 2. Each proposed amendment shall be submitted in writing to the Board of Directors at least ninety days prior to a regular meeting of The Women's Guild and shall be signed by the President and Secretary of the petitioning Women's Guild.

SECTION 3. Notice of the proposed amendment shall be sent to the Synodical and Regional Women's Guilds at least sixty days prior to a regular meeting of The Women's Guild.

BY-LAWS

Article I—Meetings and Representation

SECTION 1.

- a. The meetings of The Women's Guild shall be held quadrennially in the fall of the year. The date, place and details of the meetings of The Women's Guild shall be decided by the Board of Directors, giving consideration to invitations and suggestions from the constituency.
- b. A special meeting of The Women's Guild may be called by resolution of The Women's Guild in quadrennial session, or upon the request of not less than ten Synodical Women's Guilds, or one-third the total number of Regional Women's Guilds, or by the Board of Directors. At least six weeks prior to the special meeting, the President shall issue a call to the membership informing them of the time and place of meeting, and specifying the items of business to be considered. Only such business as is specified in the call shall be transacted.

SECTION 2.

- a. The voting body at the Quadrennial Meeting of The Women's Guild shall consist of the following:

Board of Directors

The President and one delegate from each Synodical Women's Guild

The President and one delegate from each Regional Women's Guild; and from Regions of over 1,000 active members, another delegate for every 500 additional active members.

Life Members in the former Woman's Missionary Society of General Synod and the former Evangelical Women's Union as of October 1, 1941.

- b. Delegates-at-Large at the Quadrennial Meeting
 - Patron Members
 - Life Members of The Women's Guild of the Evangelical and Reformed Church
 - Honorary Members
 - Staff Secretaries
- c. Delegates to a special meeting shall be those elected to the preceding Quadrennial Meeting.

SECTION 3.

- a. One hundred fifty accredited delegates shall constitute a quorum. Immediately after the opening of the first business session of the Quadrennial Meeting, the Committee on Credentials shall present the official roll of accredited delegates and report the number in attendance.
- b. Alternate delegates may substitute for regular delegates at the meeting, upon presentation of properly signed credentials.
- c. A delegate-at-large shall have all the rights and privileges of an accredited delegate except the vote.

SECTION 4.

- a. The general expenses of the Quadrennial Meeting shall be borne by The Women's Guild.
- b. Expenses of representatives of the boards and agencies of the church shall be borne by the groups which they represent.
- c. Traveling and entertainment expenses of all delegates from Synodical and Regional Women's Guilds shall be borne by the groups which they represent. The traveling expenses of these delegates shall be equalized. The basis of equalization shall be determined by the Board of Directors.

Article II—Nominations, Elections, Appointments, Terms of Office

SECTION 1.

- a. A Nominating Committee of eleven women, representative of the entire Women's Guild, shall be elected by the Board of Directors at its annual meeting preceding the Quadrennial Meeting.
- b. The Nominating Committee shall present the names of three candidates for each office. Additional nominations may be presented from the floor. The consent of all nominees must be obtained before presentation.

SECTION 2.

- a. Officers shall be elected the second day of the Quadrennial Meeting. Election shall be by ballot and a majority vote shall be necessary to elect. In case there is but one candidate for any office, the Secretary may be instructed, by majority vote, to cast the ballot. All officers shall be elected for a term of four years. No one shall be eligible to the same office in the succeeding quadrennium.
- b. The newly elected officers shall be installed preceding adjournment of the Quadrennial Meeting and assume office at the close of the meeting. Those retiring shall complete the business of the Quadrennial Meeting and surrender to their successors all books and papers pertaining to their respective offices.

- c. All vacancies in elective office, including the presidency, shall be filled for the unexpired part of the term by the Board of Directors. A nominating committee appointed by the Executive Committee shall submit names of candidates. Such officers shall be elected by ballot and a majority vote shall be necessary to elect.

SECTION 3.

- a. Chairmen of Departments shall be appointed by the elected officers for a term of four years. Each department chairman shall be an active member of a Women's Guild and of an Evangelical and Reformed church. No department chairman shall be eligible for appointment to any department in the succeeding quadrennium.
- b. Chairmen of standing committees shall be appointed by the elected officers for a term of four years. Each committee chairman shall be an active member of a Women's Guild and of an Evangelical and Reformed church. No standing committee chairman shall be eligible for appointment as chairman of any standing committee in the succeeding quadrennium.
- c. Any vacancy in a department chairmanship or standing committee chairmanship shall be filled for the unexpired part of the term by the Executive Committee.

SECTION 4.

No one shall serve on the Board of Directors for more than eight consecutive years. (This does not apply to the women elected by General Synod.)

Article III—Duties of Officers

SECTION 1. The PRESIDENT shall preside at the Quadrennial Meeting and special meetings of The Women's Guild, the Board of Directors and the Executive Committee. She shall, with the approval of the Board of Directors, appoint standing and special committees. She shall make the necessary appointments between meetings of the Board of Directors or Executive Committee. She shall be a member ex officio of all committees except the Nominating Committee, with all privileges, including the right to vote. She shall report to The Women's Guild at the Quadrennial Meeting, and annually to the Board of Directors. She shall represent The Women's Guild at General Synod and General Council, and such interdenominational meetings at which The Women's Guild is invited to have official representation. She shall have the privilege of attending such denominational (Evangelical and Reformed or others) or interdenominational meetings which would be helpful to her office. She shall issue orders on the treasury for payment of all bills.

SECTION 2. The VICE-PRESIDENTS shall cooperate with the President in furthering the work of The Women's Guild and assume any responsibility assigned to them. In the absence of the President, they shall preside in the order named.

SECTION 3. The SECRETARY shall record the minutes of all meetings of The Women's Guild and Board of Directors. She shall conduct correspondence and prepare for publication proceedings authorized by the Board of Directors. She shall countersign (with the President) certificates and documents of The Women's Guild and any other official documents authorized by The Women's Guild or its Board of Directors.

Upon her request, the Board of Directors may appoint recording and corresponding assistants for the quadrennial or special meetings of The Women's Guild.

She shall be Secretary of the Board of Directors.

The original record of all proceedings of the Quadrennial Meeting or of any special meeting of The Women's Guild and all proceedings of the Board of Directors, and all documents, letters and papers having reference to these proceedings shall be carefully preserved by the Secretary and deposited in such places as The Women's Guild or the Board of Directors shall designate. Such documents shall not be removed except by action of The Women's Guild in quadrennial or special meeting or of the Board of Directors.

These records shall be open, however, to inspection by any member at reasonable times.

Whenever a committee is appointed, the Secretary shall notify the members of their appointment.

She shall keep a book in which the Constitution and By-Laws shall be written, leaving alternate pages blank. Whenever an amendment is made, in addition to being recorded in the minutes, it shall be entered, with a reference, in red ink, to the date and page of minutes where it is recorded.

She shall send out proper notices of all meetings of The Women's Guild or the Board of Directors. She shall have at all meetings of The Women's Guild and of the Board of Directors a list of all standing committees, and such special committees as are in existence, as well as the Constitution and By-Laws of The Women's Guild and its minutes.

SECTION 4. The TREASURER shall disburse all funds of The Women's Guild as directed by the Board of Directors in accordance with the budgets adopted by The Women's Guild. She shall pay all bills on orders issued by the President. After the books have been audited by a public accountant chosen by the Board of Directors, she shall present to the Board of Directors an annual report, and at the Quadrennial Meeting a summary of the reports within the quadrennium. She shall be Chairman of the Finance Committee.

The Treasurer shall furnish corporate surety bond in the sum and in the company decided by the Board of Directors, which shall arrange for payment of the premiums.

Article IV—Board of Directors

SECTION 1. The Board of Directors shall consist of the elected officers, the two women elected by the General Synod of the Evangelical and Reformed Church, the chairmen of departments and the chairmen of standing committees.

The Staff shall be advisory members of the Board.

The President of the Church shall be an advisory member.

It shall be the duty of the Board of Directors to promote the work as outlined in the purpose of The Women's Guild; it shall have power to transact business between quadrennial meetings.

SECTION 2. The officers elected at the Quadrennial Meeting shall be the officers of the Board of Directors.

SECTION 3. The women elected by General Synod shall become members of the Board of Directors at the annual meeting following their election.

SECTION 4. The Board of Directors shall meet annually in February or March, at which time reports of officers, chairmen of departments and staff secretaries shall be presented.

The Presidents of the Synodical Women's Guilds shall be invited to all Annual Meetings of the Board of Directors (except the meeting following the Quadrennial Meeting) for information and correlation of the plans and program of The Women's Guild. They may attend all but the executive sessions. All expenses of the Synodical Presidents shall be borne by the respective Synodical Women's Guilds.

Travel expenses shall be equalized and prorated on the basis determined by the Synodical Presidents.

Special meetings may be called by the President or shall be called upon request of three members of the Board.

SECTION 5. Ten members shall constitute a quorum at annual and special meetings of the Board of Directors.

SECTION 6. The Board of Directors shall approve the appointment of the following standing committees:

- Executive Committee
- Finance Committee
- Education Committee
- Promotion Committee
- Scholarship Committee
- Personnel Committee

and such other committees as may be necessary.

SECTION 7. The Board of Directors shall appoint representatives from the Board and Staff to denominational and interdenominational meetings at which The Women's Guild is invited to have representation.

SECTION 8. The Board of Directors shall employ an Executive Secretary and such other secretaries and assistants as are provided for in the Constitution. It shall give not less than ninety days' notice of any intention to terminate relationship between The Women's Guild and staff secretaries.

SECTION 9. The Board of Directors shall determine the representation at the Quadrennial Meeting from the Women's Guilds in congregations located in areas where no Synodical or Regional Women's Guilds exist.

Article V—Standing Committees

SECTION 1. THE EXECUTIVE COMMITTEE

- a. The Executive Committee shall consist of the President, First Vice-President, Secretary, Treasurer and Chairmen of the Education, Promotion and Personnel Committees.
- b. Business that requires attention between meetings of the Board of Directors shall be transacted by the Executive Committee.
- c. Four members shall constitute a quorum.
- d. All actions of the Executive Committee shall be reported to the Board of Directors, to which it is amenable.
- e. The Staff shall attend the Executive Committee Meetings.

SECTION 2. THE FINANCE COMMITTEE

- a. The Finance Committee shall consist of the Treasurer and five members appointed by the President. The Executive Secretary and Assistant to the Treasurer shall be advisory members of this committee.

- b. The Finance Committee shall prepare a minimum Challenge for the quadrennium for the support of accepted causes and projects and submit it to the Board of Directors for approval, and shall present it to The Women's Guild for adoption at its Quadrennial Meeting.
- c. The Finance Committee shall prepare an annual allocation based on the Quadrennial Challenge and present it to the Board of Directors for adoption at its Annual Meeting. The Board of Directors shall challenge the local Women's Guilds through the Synodical and Regional Women's Guilds to support this allocation.
- d. All monies from the Challenge and Thank Offering shall be designated by the Board of Directors for causes and projects which are supported and recommended to The Women's Guild by the boards, agencies, commissions and committees of the church that have a national program and maintain a staff. Interdenominational projects shall be selected by the Board of Directors. No part of the Thank Offering money shall be used for administrative expense. Undesignated special gifts shall be allocated by the Board of Directors.
- e. All expenses incurred for the work of The Women's Guild by the Board of Directors, staff secretaries, standing and special committees, and premiums for its bonded officers and employees shall be paid by The Women's Guild.

SECTION 3. THE EDUCATION COMMITTEE

- a. The Education Committee shall consist of a chairman, the chairmen of departments and the staff secretaries.
- b. The Committee shall constantly be watchful for helpful suggestions and materials needed to promote the work of The Women's Guild; see that necessary materials are made available for all departments; be responsible for the planning of programs and materials for the various types of organizations in The Women's Guild.
- c. The Committee shall submit an annual report to the Board of Directors. It shall make a quadrennial report to the Board of Directors for approval, and shall present this report to The Women's Guild at the Quadrennial Meeting.

SECTION 4. THE PROMOTION COMMITTEE

- a. The Promotion Committee shall consist of a chairman and three members, and the Secretaries of Promotion.
- b. The Committee shall make plans for promoting the program of The Women's Guild. This shall be done through organization, correlation at various levels, and through leadership training.
- c. The Committee shall be responsible for the preparation of Special Membership and other promotional materials.
- d. The Committee shall make available to individuals an informative mailing service at an annual subscription rate, which shall be determined by the Board of Directors.
- e. The Committee shall submit an annual report to the Board of Directors. It shall make a quadrennial report to the Board of Directors for approval, and shall present this report to The Women's Guild at its Quadrennial Meeting.

SECTION 5. THE SCHOLARSHIP COMMITTEE

- a. The Scholarship Committee shall consist of a chairman and two members.
- b. The Committee shall make recommendations to the Board of Directors for administering the Scholarship Fund.

SECTION 6. THE PERSONNEL COMMITTEE

- a. The Personnel Committee shall consist of the members of the Executive Committee. The chairman (other than the President) shall be appointed by the elected officers.
- b. All matters pertaining to the staff and office facilities shall be the responsibility of the committee with power to act.

Article VI—Professional Staff

SECTION 1. The EXECUTIVE SECRETARY shall be employed by and subject to the Board of Directors. She shall be the general manager of the office of The Women's Guild. She shall carry on the general correspondence pertaining to the work of The Women's Guild. She shall recommend plans of work to the Board of Directors or the Executive Committee. She shall plan with all staff secretaries to unify the entire work of The Women's Guild. She shall be an advisory member of all standing committees.

SECTION 2. THE SECRETARIES OF PROMOTION shall be employed by and subject to the Board of Directors. They shall promote the program of The Women's Guild. They shall recommend plans of work to the Promotion Committee.

SECTION 3. The SECRETARY OF LITERATURE shall be employed by and subject to the Board of Directors. She shall direct the preparation, editing and production of literature and, in consultation with the Executive Secretary, have charge of ordering the same. She shall cooperate with the Education Committee in providing literature. She shall outline an educational program and recommend the same to the Education Committee. She shall serve as Women's Guild editor for *The Messenger*.

SECTION 4. GENERAL DUTIES

Each staff member shall submit an annual report to the Board of Directors. They shall make a quadrennial report to the Board of Directors for approval, and shall present this report to The Women's Guild at its Quadrennial Meeting.

They shall give to the Board of Directors thirty days' notice of any intention to terminate their relationship with The Women's Guild.

Article VII—Assistant to the Treasurer

SECTION 1.

- a. An Assistant to the Treasurer, recommended by the Executive Secretary, shall be employed by the Board of Directors.
- b. She shall receive all monies and acknowledge the same in the name of The Women's Guild. She shall deposit them in the name of The Women's Guild of the Evangelical and Reformed Church in a bank designated by the Board of Directors. She shall keep an accurate record of all disbursements of The Women's Guild and shall give a full report of all receipts and disbursements, monthly, to the President, Treasurer and Executive Secretary. After the books have been

audited by a public accountant chosen by the Board of Directors, she shall prepare for the Treasurer (whose report it becomes) an annual report. For the Quadrennial Meeting she shall give to the Treasurer (whose report it becomes) a summary of the annual reports, within the quadrennium. She shall perform such other duties as are assigned to her by the Board of Directors.

She shall furnish corporate surety bond in the sum and in the company decided by the Board of Directors, which shall arrange for payment of the premiums.

- c. She shall attend the Annual Meeting of the Board of Directors and the Quadrennial Meeting.
- d. She shall give to the Executive Secretary thirty days' notice of any intention to terminate her relationship with The Women's Guild. She shall be given like notice.

Article VIII—Departments

To attain the purpose of The Women's Guild, the work shall be divided into the following departments, directed by chairmen:

SECTION 1. The **SPIRITUAL LIFE DEPARTMENT** shall seek to deepen the spiritual life of women, to help them grow in churchmanship, to develop a concern for winning others to Christ, and to arouse a consciousness of the abundant blessings of our Heavenly Father and a desire to acknowledge these blessings through prayer and **THANK OFFERING**.

SECTION 2. The **CHRISTIAN STEWARDSHIP DEPARTMENT** shall endeavor to help women to understand that Christian Stewardship is the practice of systematic and proportionate giving of time, abilities and material possessions, based on the conviction that these are a trust from God, to be used in His service for the benefit of all mankind.

SECTION 3. The **CHRISTIAN EDUCATION DEPARTMENT** shall strive to deepen understanding and stimulate growth in all areas of Christian living; to strengthen family life and make it more Christian.

SECTION 4. The **MISSIONARY EDUCATION DEPARTMENT** shall endeavor to widen horizons, to sharpen sensitivities to world need, to increase knowledge of the world-wide mission of the Evangelical and Reformed Church, as it serves denominationally and interdenominationally, to the end that members of The Women's Guild may help fulfill the command of their Master, **Go—Teach—Make Disciples**.

SECTION 5. The **CHRISTIAN SERVICE DEPARTMENT** shall seek to broaden each individual's concept of and concern for the needs of others and to help them individually and collectively to meet these needs through service to the local church, the community, the denomination and the world.

SECTION 6. The **CHRISTIAN SOCIAL ACTION DEPARTMENT** shall strive to bring about a sympathetic understanding of the major social, political, economic and international problems. It shall seek to interpret these in the light of the mind of Jesus, and to give information and motivation for action in keeping with Christian beliefs.

Article IX—Duties of a Chairman of a Department

A Chairman shall promote the work of her department through the Synodical and Regional Women's Guilds.

She shall make an annual report of the work of her department to the Board of Directors, and quadrennially to The Women's Guild of the Evangelical and Reformed Church.

Article X—Special Membership

SECTION 1.

- a. **PATRON MEMBERSHIP.** Any person may become a Patron of The Women's Guild by payment of \$100 or more at one time to the Special Membership Fund. The name of the recipient shall be recorded in the minutes of the annual meeting of the Board of Directors. A Patron shall be considered a delegate-at-large at any Quadrennial Meeting.
- b. **LIFE MEMBERSHIP**
 1. Any person may be enrolled as a Life Member of The Women's Guild by payment of \$25 at one time into the Special Membership Fund. A Life Member shall be considered a delegate-at-large at any Quadrennial Meeting.
 2. The name of a deceased Life Member shall be transferred to the Roll of Members in Memoriam.
- c. **MEMBERSHIP IN MEMORIAM.** The payment of \$25 at one time into the Special Membership Fund in memory of a departed one shall establish a Membership in Memoriam.

Article XI—Honorary Membership

This membership is reserved for women who have served at least one full term as a member of the Board of Directors of The Women's Guild, and shall be presented as a tribute of appreciation at the Quadrennial Meeting. A special pin shall denote such honorary membership. The honorary member shall be a delegate-at-large at any Quadrennial Meeting.

Article XII—Fiscal Year

The fiscal year of The Women's Guild shall be from February 1 to January 31.

Article XIII—Parliamentary Authority

The rules contained in *Robert's Rules of Order Revised* shall govern The Women's Guild in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

Article XIV—Amendments

SECTION 1. These by-laws may be amended by a two-thirds vote of the delegates present and voting at a regular meeting of The Women's Guild, provided the proposed amendment has been submitted by the Board of Directors or by not less than four Synodical or ten Regional Women's Guilds at least ninety days prior to a regular meeting of The Women's Guild.

SECTION 2. Each proposed amendment shall be submitted in writing to the Board of Directors at least ninety days prior to a regular meeting of The Women's Guild, and shall be signed by the President and Secretary of the petitioning Women's Guild.

SECTION 3. Notice of the proposed amendment shall be sent to all Synodical and Regional Women's Guilds at least sixty days prior to a regular meeting of The Women's Guild.

SUGGESTED CONSTITUTION for a SYNODICAL WOMEN'S GUILD

Article I—Name

The name of this organization shall be the Synodical Women's Guild of The Women's Guild of the Evangelical and Reformed Church.

Article II—Purpose

The purpose of the Synodical Women's Guild is to unite all the women within its boundaries in Christian fellowship; and, with divine help and guidance, to develop an understanding of the work of the entire church,
deepen spiritual life,
stimulate sacrificial giving, and
promote Christian service
in the home, the local church, the denomination, the community, the nation and the world.

Article III—Membership

The Synodical Women's Guild shall consist of all Regional Women's Guilds and local Women's Guilds within the Synod.

Article IV—Administration

SECTION 1.

- a. The officers of the Synodical Women's Guild shall be the President, Vice-Presidents, Secretary and Treasurer.
- b. Each officer shall be an active member of a Women's Guild and of an Evangelical and Reformed church.

SECTION 2. The work of this organization shall be conducted by the Executive Board and the Executive Committee through departments and standing committees, as set forth in the by-laws.

Article V—Meetings

Meetings of the Synodical Women's Guild shall be held as stated in the by-laws.

Article VI—Amendments

SECTION 1. The Constitution may be amended by a two-thirds vote of the delegates present and voting at the biennial meeting of the Synodical Women's Guild, provided the proposed amendment has been submitted by the Executive Board or by at least one Regional Women's Guild or one-third the number of local Women's Guilds within the boundaries of the Synodical Women's Guild at least ninety days prior to the Biennial Synodical Women's Guild Meeting.

SECTION 2. Each proposed amendment shall be submitted in writing to the Executive Board at least ninety days prior to the biennial meeting of the Synodical Women's Guild and shall be signed by the President and Secretary of the petitioning Women's Guild.

SECTION 3. Notice of the proposed amendment shall be sent to the Regional Women's Guilds and local Women's Guilds at least sixty days prior to the biennial meeting of the Synodical Women's Guild.

BY-LAWS

Article I—Meetings and Representation

SECTION 1. Meetings of the Synodical Women's Guild shall be held biennially in the spring of the even-numbered years.

SECTION 2.

- a. The voting body at the biennial meeting of the Synodical Women's Guild shall consist of the following:

The Executive Board

The President and three other delegates from each Regional Women's Guild

The President and one other delegate from each local Women's Guild

(Where the delegation to the Synodical Women's Guild is very small, the representation may be increased.)

- b. Delegates-at-Large

Patron Members and Life Members of The Women's Guild of the Evangelical and Reformed Church.

Honorary Members of The Women's Guild of the Evangelical and Reformed Church.

SECTION 3.

- a. Immediately after the opening of the first business session of the Synodical Meeting, the Committee on Credentials shall present the official roll of accredited delegates and report the number in attendance. Two-thirds of the delegates present shall constitute a quorum.
- b. Alternate delegates may substitute for regular delegates at the meetings upon presentation of properly signed credentials.
- c. A delegate-at-large shall have all the rights and privileges of an accredited delegate except the vote.

SECTION 4.

- a. The general expenses of the meetings shall be borne by the Synodical Women's Guild.
- b. Expenses of the delegates shall be borne by the organizations they represent.

Article II—Representation at the Quadrennial Meeting

SECTION 1. The Synodical Women's Guild shall be represented by its President and one other delegate at the Quadrennial Meeting of The Women's Guild of the Evangelical and Reformed Church.

SECTION 2. Their expenses to this meeting shall be borne by the Synodical Women's Guild.

Article III—Nominations, Elections, Appointments, Terms of Office

SECTION 1.

- a. A Nominating Committee, representative of the entire Synodical Women's Guild, shall be appointed by the President, with the approval of the Executive Board, prior to the meeting.
- b. The Nominating Committee shall present the names of candidates for each office. Additional nominations may be presented from the floor. The consent of all nominees shall be obtained before presentation.

SECTION 2.

- a. Officers shall be elected by ballot and a majority vote shall be necessary to elect. Where there is but one candidate for any office the Secretary may be instructed, by majority vote, to cast the ballot. All officers shall be elected for a term of two years and shall be eligible for re-election to the same office for a second consecutive term. (The election of officers may be staggered.)
- b. The newly elected officers shall be installed preceding adjournment of the Synodical Women's Guild Meeting and assume office at the close of the meeting. Those retiring shall complete the business of the Synodical Women's Guild and surrender to their successors all books and papers pertaining to their respective offices.
- c. No one shall serve on the Executive Board for more than eight consecutive years.
- d. All vacancies in elective office, including the presidency, shall be filled for the unexpired part of the term by the Executive Board. A nominating committee appointed by the Executive Committee shall submit names of candidates. Such officers shall be elected by ballot and a majority vote shall be necessary to elect.

SECTION 3.

- a. Chairmen of departments shall be appointed by the Executive Committee for a term of two years and shall be eligible for reappointment to the same department for a second consecutive term. Each department chairman shall be an active member of a Women's Guild and of an Evangelical and Reformed church.
- b. Chairmen of standing committees shall be appointed by the Executive Committee for a term of two years. Each standing committee chairman shall be an active member of a Women's Guild and of an Evangelical and Reformed church.

Article IV—Duties of Officers

SECTION 1. The PRESIDENT shall preside at all sessions of the Synodical Women's Guild, Executive Board and the Executive Committee. She shall, with the approval of the Executive Board, appoint all committees. She shall make the necessary appointments between the meetings of the Executive Board or the Executive Committee. She shall be a member ex officio of all committees except the nominating committee, with all privileges, including the right to vote. She shall issue orders on the treasury for payment of all bills. She shall report annually to the Executive Board of the Synodical Women's Guild and at the Synodical Biennial Meeting.

She shall be a delegate to the Quadrennial Meeting of The Women's Guild of the Evangelical and Reformed Church. She shall attend the annual meeting of the Board of Directors for information and correlation of the plans and program of The Women's Guild. As she is directed by the Executive Board of the Synodical Women's Guild, she shall attend denominational and interdenominational meetings to which the Synodical Women's Guild is invited to send official representation.

SECTION 2. The VICE-PRESIDENTS shall cooperate with the President in furthering the work of the Synodical Women's Guild and assume any responsibility assigned to them. In the absence of the President, they shall preside in the order named.

SECTION 3. The SECRETARY shall keep a complete roll of the officers and member organizations of the Synodical Women's Guild. She shall keep a permanent record of the minutes of all meetings of the Synodical Women's Guild, Executive Board and the Executive Committee. She shall conduct correspondence and prepare for publication all proceedings authorized by the Executive Board. She shall keep a copy of the Constitution and By-Laws. It shall be written leaving alternate pages blank. Whenever an amendment is made, in addition to being recorded in the minutes, it shall be entered, with a reference to the date and page of minutes where it is recorded. She shall send out notices of all meetings of the Synodical Women's Guild and the Executive Board.

SECTION 4. The TREASURER shall receive all money for the treasury of the Synodical Women's Guild, giving her receipt for the same. She shall disburse all funds of the Synodical Women's Guild as directed by the Executive Board in accordance with the budget adopted by the Synodical Women's Guild. She shall pay all bills on orders issued by the President. She shall send the pledge blanks to the Treasurers of the Regional Women's Guilds within the Synod. These shall be returned as directed. She shall furnish bond as determined by the Executive Board.

Article V—Executive Board

SECTION 1.

- a. The Executive Board shall consist of elected officers, women named by the Synod, chairmen of departments and standing committee chairmen. Presidents of each Regional Women's Guild within the bounds of Synod are members by virtue of the fact that they are Regional Presidents. (The Regional President's term of office on the Synodical Board shall not be included in the eight years in which she may serve on the Synodical Board unless she has served as a chairman of a department or a standing committee.)
- b. It shall be the duty of the Executive Board to promote the work of the Synodical Women's Guild as set forth in its purpose. It shall have the power to transact business between meetings.
- c. It shall cooperate in carrying out the suggestions made by the Board of Directors of The Women's Guild.
- d. 1. The Executive Board shall receive the Challenge submitted by the Board of Directors of The Women's Guild of the Evangelical and Reformed Church.
2. The Executive Board shall determine the amount necessary for the promotional work of the Synodical Women's Guild.

5. The Executive Board shall inform each Regional Women's Guild of its past giving toward the Challenge and suggest it keep in mind the enlargement of the work by enlarged giving.

4. The Executive Board shall inform each Regional Women's Guild of a suggested amount needed for the Synodical Promotional Budget.

SECTION 2. The Executive Board shall meet annually in members shall constitute a quorum. Special meetings may be called by the President, and shall be called upon request of members of the Executive Board.

SECTION 3. Reports of officers and chairmen of departments of the Synodical Women's Guild shall be presented at the Executive Board Meeting and at the Synodical Biennial Meeting.

Article VI—Executive Committee

SECTION 1. The Executive Committee shall be composed of the elected officers.

SECTION 2. Business that requires attention between meetings of the Executive Board shall be transacted by the Executive Committee.

SECTION 3.members shall constitute a quorum.

Article VII—Standing Committees

SECTION 1. The standing committees of the Synodical Women's Guild shall be (name and define).

SECTION 2. The chairmen of standing committees shall be appointed by the Executive Committee and shall serve for a term of two years. They shall be eligible for reappointment to the same committee for a second consecutive term.

Article VIII—Finances

SECTION 1. A budget shall be prepared by the elected officers or an appointed committee and submitted for adoption at the Synodical Biennial Meeting. It shall include the amounts needed for the promotional work of the Synodical Women's Guild. It shall be allocated to the Regional Women's Guilds within its boundaries.

SECTION 2. All expenses incurred for the work of the Synodical Women's Guild by the Executive Board and authorized committees shall be paid by the Synodical Women's Guild.

Article IX—Departments

To attain the purpose of The Women's Guild, the work shall be divided into the following departments, directed by chairmen:

SECTION 1. The SPIRITUAL LIFE DEPARTMENT shall seek to deepen the spiritual life of women, to help them grow in churchmanship, to develop a concern for winning others to Christ, and to arouse a consciousness of the abundant blessings of our Heavenly Father and a desire to acknowledge these blessings through prayer and THANK OFFERING.

SECTION 2. The CHRISTIAN STEWARDSHIP DEPARTMENT shall endeavor to help women to understand that Christian Stewardship is the practice of systematic and proportionate giving of time, abilities and material possessions, based on the conviction that these are a trust from God, to be used in His service for the benefit of all mankind.

SECTION 3. The CHRISTIAN EDUCATION DEPARTMENT shall strive to deepen understanding and stimulate growth in all areas of Christian living; to strengthen family life and make it more Christian.

SECTION 4. The MISSIONARY EDUCATION DEPARTMENT shall endeavor to widen horizons, to sharpen sensitivities to world need, to increase knowledge of the world-wide mission of the Evangelical and Reformed Church, as it serves denominationally and interdenominationally, to the end that members of The Women's Guild may help fulfill the command of their Master, Go—Teach—Make Disciples.

SECTION 5. The CHRISTIAN SERVICE DEPARTMENT shall seek to broaden each individual's concept of and concern for the needs of others and to help them individually and collectively to meet these needs through service to the local church, the community, the denomination and the world.

SECTION 6. The CHRISTIAN SOCIAL ACTION DEPARTMENT shall strive to bring about a sympathetic understanding of the major social, political, economic and international problems. It shall seek to interpret these in the light of the mind of Jesus, and to give information and motivation for action in keeping with Christian beliefs.

Article X—Duties of a Department Chairman

SECTION 1. A chairman shall promote the work of her department in the Synodical Women's Guild. She shall give assistance to the regional department chairmen by personal contact, and by letter. She shall assist them in planning educational workshops.

SECTION 2. She shall compile an annual report, and send the copies as directed.

Article XI—Fiscal Year

The fiscal year of the Synodical Women's Guild shall begin January 1, and end December 31.

Article XII—Parliamentary Authority

Robert's Rules of Order Revised shall be the governing parliamentary law, except in cases where it is not in harmony with the Constitution and By-Laws of the Synodical Women's Guild.

Article XIII—Amendments

SECTION 1. These by-laws may be amended by a two-thirds vote of the delegates present and voting at the biennial meeting of the Synodical Women's Guild, provided the proposed amendment has been submitted by the Executive Board or by at least one Regional Women's Guild or one-third the number of local Women's Guilds within the boundaries of the Synodical Women's Guild at least ninety days prior to the Biennial Synodical Women's Guild Meeting.

SECTION 2. Each proposed amendment shall be submitted in writing to the Executive Board at least ninety days prior to the biennial meeting of the Synodical Women's Guild, and shall be signed by the President and Secretary of the petitioning Women's Guild.

SECTION 3. Notice of the proposed amendment shall be sent to the Regional Women's Guilds and the local Women's Guilds at least sixty days prior to the biennial meeting of the Synodical Women's Guild.

SUGGESTED CONSTITUTION
for a
REGIONAL WOMEN'S GUILD

Article I—Name

The name of this organization shall be the Regional Women's Guild of the Synodical Women's Guild of The Women's Guild of the Evangelical and Reformed Church.

Article II—Purpose

The purpose of the Regional Women's Guild is to unite all the women within its boundaries in Christian fellowship; and with divine help and guidance to

- develop an understanding of the work of the entire Church,
- deepen spiritual life,
- stimulate sacrificial giving, and
- promote Christian service

in the home, the local church, the denomination, the community, the nation and the world.

Article III—Membership

- a. The Regional Women's Guild shall consist of all Women's Guilds within its boundaries.
- b. These boundaries shall be established by the Board of Directors of The Women's Guild of the Evangelical and Reformed Church in consultation with the Executive Board of the Synodical Women's Guild.

Article IV—Administration

SECTION 1.

- a. The officers of the Regional Women's Guild shall be the President, Vice-Presidents, Secretary and Treasurer.
- b. Each officer shall be an active member of a Women's Guild and of an Evangelical and Reformed church.

SECTION 2. The work of the organization shall be conducted by the Executive Board and the Executive Committee through departments and standing committees, as set forth in the by-laws.

Article V—Meetings

Meetings of the Regional Women's Guild shall be held as stated in the by-laws.

Article VI—Amendments

SECTION 1. The Constitution may be amended by a two-thirds vote of the delegates present and voting at the biennial meetings of the Regional Women's Guild, provided the proposed amendment has been submitted by the Executive Board or by not less than one-third of the number of local Women's Guilds within its boundaries ninety days prior to the biennial meeting of the Regional Women's Guild.

SECTION 2. Each proposed amendment shall be submitted in writing to the Executive Board at least ninety days prior to a biennial meeting of the Regional Women's Guild and shall be signed by the President and Secretary of the petitioning Women's Guild.

SECTION 3. Notice of the proposed amendment shall be sent to the local Guilds sixty days prior to the biennial meeting of the Regional Women's Guild.

BY-LAWS

Article I—Meetings and Representation

SECTION 1. Meetings of the Regional Women's Guild shall be held biennially in the spring of the odd-numbered years.

SECTION 2. The educational meetings of the Regional Women's Guild shall be held annually in the fall of the year.

SECTION 3.

a. The voting body at the biennial meeting of the Regional Women's Guild shall consist of the following:

The Executive Board

Presidents of local Women's Guilds

One additional delegate for every 25 active members, or major fraction thereof, of each local Women's Guild

(Where the delegation to the Regional Women's Guild is small representation may be increased.)

b. Delegates-at-Large

Patron Members and Life Members of The Women's Guild of the Evangelical and Reformed Church

Honorary Members of The Women's Guild of the Evangelical and Reformed Church

SECTION 4.

a. Immediately after the opening of the first business session of the Biennial Regional Meeting, the Committee on Credentials shall present the official roll of accredited delegates and report the number in attendance. Two-thirds of the delegates present shall constitute a quorum.

b. Alternate delegates may substitute for regular delegates at the meetings upon presentation of properly signed credentials.

c. A delegate-at-large shall have the rights and privileges of an accredited delegate except the vote.

SECTION 5.

a. The general expenses of the meetings shall be borne by the Regional Women's Guild.

b. Expenses of the delegates shall be borne by the organizations they represent.

Article II—Representation at Meetings

SECTION 1. The Regional Women's Guild shall be represented at the biennial meeting of the Synodical Women's Guild by the President and three other delegates.

SECTION 2. It shall be represented at the Quadrennial Meeting of The Women's Guild of the Evangelical and Reformed Church by the President and one other delegate. (In Regions of over 1,000 active members, another delegate for every 500 additional active members.)

SECTION 3. Expenses of these delegates shall be borne by the Regional Women's Guild.

Article III—Nominations, Elections, Appointments, Terms of Office

SECTION 1.

- a. A Nominating Committee, representative of the entire Regional Women's Guild, shall be appointed by the President, with the approval of the Executive Board, prior to the meeting.
- b. The Nominating Committee shall present the names of candidates for each office. Additional nominations may be presented from the floor. The consent of all nominees shall be obtained before presentation.

SECTION 2.

- a. Officers shall be elected by ballot at the biennial meeting of the Regional Women's Guild. A majority vote will be necessary to elect. Where there is but one candidate for any office the Secretary may be instructed, by majority vote, to cast the ballot. All officers shall be elected for a term of two years and shall be eligible for re-election to the same office for a second consecutive term. (The election of officers may be staggered.)
- b. The newly elected officers shall be installed preceding adjournment of the biennial meeting and assume office at the close of the meeting. Those retiring shall complete the business of the Regional Women's Guild and surrender to their successors all books and papers pertaining to their respective offices.
- c. No one shall serve on the Executive Board for more than eight consecutive years.
- d. All vacancies in elective office, including the presidency, shall be filled for the unexpired part of the term by the Executive Board. A nominating committee appointed by the Executive Committee shall submit names of candidates. Such officers shall be elected by ballot and a majority vote shall be necessary to elect.

SECTION 3.

- a. Chairmen of Departments shall be appointed by the Executive Committee for a term of two years and shall be eligible for reappointment to the same department for a second consecutive term.
- b. Chairmen of standing committees shall be appointed by the Executive Committee for a term of two years and be eligible for reappointment to the same committee for a second consecutive term.

Article IV—Duties of Officers

SECTION 1. The PRESIDENT shall preside at all sessions of the Regional Women's Guild, the Executive Board, and the Executive Committee. She shall, with the approval of the Executive Board, appoint all committees. She shall make the necessary appointments between the meetings of the Executive Board and the Executive Committee. She shall be a member ex officio of all committees except the Nominating Committee, with all

privileges, including the right to vote. She shall issue orders on the treasury for the payment of all bills. She shall report annually to the Executive Boards of the Regional and Synodical Women's Guilds, as well as at the biennial meeting of the Regional Women's Guild. She shall be a delegate to the Quadrennial Meeting of The Women's Guild of the Evangelical and Reformed Church, and to the biennial meeting of the Synodical Women's Guild in whose bounds the Regional Women's Guild is located.

SECTION 2. THE VICE-PRESIDENTS shall cooperate with the President in furthering the work of the Regional Women's Guild and assume any responsibility assigned to them. In the absence of the President, they shall preside in the order named.

SECTION 3. The SECRETARY shall keep a complete roll of the officers and member organizations of the Regional Women's Guild. She shall keep a permanent record of the minutes of all meetings of the Regional Women's Guild, the Executive Board and Executive Committee. She shall conduct correspondence and prepare for publication all proceedings authorized by the Executive Board. She shall keep a copy of the Constitution and By-Laws. It shall be written leaving alternate pages blank. Whenever an amendment is made, in addition to being recorded in the minutes, it shall be entered, with a reference to the date and page of minutes where it is recorded. She shall send out notices of all meetings of the Regional Women's Guild and the Executive Board. She shall cooperate in sending the Annual Report Blanks as directed. She shall keep a permanent record of Special Memberships within the Regional Women's Guild.

SECTION 4.

- a. The **TREASURER** shall receive all money for the treasury of the Regional Women's Guild, giving her receipt for the same. She shall disburse all funds of the Regional Women's Guild as directed by the Executive Board in accordance with the budget adopted by the Regional Women's Guild. She shall pay all bills on orders issued by the President.
- b. She shall be responsible for sending the pledge blanks to the local Women's Guilds within the boundaries of the Regional Women's Guild.
- c. She shall receive the pledge blanks from these local Women's Guilds. She shall forward the pledge for Synodical Promotion to the Synodical Treasurer. She shall forward the pledge for the Challenge to the headquarters of The Women's Guild.
- d. She shall send money received as Thank Offering to the headquarters of The Women's Guild before the end of the fiscal year.
- e. She shall immediately send to the headquarters of The Women's Guild money received for Special Memberships.
- f. She shall report quarterly to the Synodical President the amount paid on the regional pledge for Synodical Promotion and for the Challenge.
- g. She shall furnish bond as determined by Executive Board.

Article V—Executive Board

SECTION 1.

- a. The Executive Board shall consist of the elected officers, chairmen of departments and standing committee chairmen. At least once a year the Presidents of the local Women's Guilds shall meet with the Executive Board.

- b. It shall be the duty of the Executive Board to promote the work of the Regional Women's Guild as set forth in its purpose. It shall have the power to transact business between meetings.
- c. It shall give consideration and support to the suggestions made by the Board of Directors of The Women's Guild and the Executive Board of the Synodical Women's Guild.
- d. The Executive Board shall receive from the Executive Board of the Synodical Women's Guild a statement of the amount of the past giving to the Challenge and the amount needed for Synodical Promotion.
- e. The Executive Board shall determine the amount necessary for the promotional work of the Regional Women's Guild.
- f. The Executive Board shall inform each local Women's Guild of its past giving toward the Challenge and suggest it keep in mind the enlargement of the work by enlarged giving.
- g. The Executive Board shall inform each local Women's Guild of suggested amounts needed for the Synodical Promotional Budget and for the Regional Promotional Budget.

SECTION 2. The Executive Board shall meet members shall constitute a quorum.

SECTION 3. Reports of officers and chairmen of departments of the Regional Women's Guild shall be presented at an Executive Board Meeting and at the Regional Biennial Meeting.

Article VI—Executive Committee

SECTION 1.

- a. The Executive Committee shall be composed of the elected officers.
- b. Business that requires attention between meetings of the Executive Board shall be transacted by the Executive Committee.
- c. members shall constitute a quorum.

Article VII—Standing Committees

SECTION 1. The standing committees of the Regional Women's Guild shall be (Name and define)

SECTION 2. The chairmen of standing committees shall be appointed by the Executive Committee and shall serve for a term of two years. They shall be eligible for reappointment to the same committee for a second consecutive term.

Article VIII—Finances

SECTION 1. A budget shall be prepared by the Executive Committee or an appointed committee and submitted for adoption at the Regional Biennial Meeting. It shall include the amounts pledged for the Challenge of The Women's Guild and for promotional work of the Synodical Women's Guild, and the amount needed for promotional work of the Regional Women's Guild.

SECTION 2. All expenses incurred for the work of the Regional Women's Guild by the Executive Board and authorized committees shall be paid by the Regional Women's Guild.

Article IX—Departments

To attain the purpose of The Women's Guild, the work shall be divided into the following departments, directed by chairmen:

SECTION 1. The SPIRITUAL LIFE DEPARTMENT shall seek to deepen the spiritual life of women, to help them grow in churchmanship, to develop a concern for winning others to Christ, and to arouse a consciousness of the abundant blessings of our Heavenly Father and a desire to acknowledge these blessings through prayer and THANK OFFERING.

SECTION 2. The CHRISTIAN STEWARDSHIP DEPARTMENT shall endeavor to help women to understand that Christian Stewardship is the practice of systematic and proportionate giving of time, abilities and material possessions, based on the conviction that these are a trust from God, to be used in His service for the benefit of all mankind.

SECTION 3. The CHRISTIAN EDUCATION DEPARTMENT shall strive to deepen understanding and stimulate growth in all areas of Christian living; to strengthen family life and make it more Christian.

SECTION 4. The MISSIONARY EDUCATION DEPARTMENT shall endeavor to widen horizons, to sharpen sensitivities to world need, to increase knowledge of the world-wide mission of the Evangelical and Reformed Church, as it serves denominationally and interdenominationally, to the end that members of The Women's Guild may help fulfill the command of their Master, Go—Teach—Make Disciples.

SECTION 5. The CHRISTIAN SERVICE DEPARTMENT shall seek to broaden each individual's concept of and concern for the needs of others and to help them individually and collectively to meet these needs through service to the local church, the community, the denomination and the world.

SECTION 6. The CHRISTIAN SOCIAL ACTION DEPARTMENT shall strive to bring about a sympathetic understanding of the major social, political, economic and international problems. It shall seek to interpret these in the light of the mind of Jesus, and to give information and motivation for action in keeping with Christian beliefs.

Article X—Duties of a Department Chairman

SECTION 1. A chairman shall promote the work of her department in the local Women's Guilds and at the meetings of the Regional Women's Guild. She shall give assistance to the local chairmen by personal contact and by letter.

SECTION 2. She shall plan for and lead the conference for the department at the educational workshop of the Regional Women's Guild.

SECTION 3. She shall compile an annual report and send the copies as directed.

Article XI—Fiscal Year

The fiscal year of the Regional Women's Guild shall begin January 1 and end December 31.

Article XII—Parliamentary Authority

Robert's Rules of Order Revised shall be the governing parliamentary law, except in cases where it is not in harmony with the Constitution and By-Laws of the Regional Women's Guild.

Article XIII—Amendments

SECTION 1. These by-laws may be amended by a two-thirds vote of the delegates present and voting at the biennial meeting of the Regional Women's Guild, provided the amendment has been submitted by the Executive Board or by petition of not less than one-third of the number of local Women's Guilds within its boundaries ninety days prior to the biennial meeting of the Regional Women's Guild.

SECTION 2. Each proposed amendment shall be submitted in writing to the Executive Board at least ninety days prior to the biennial meeting of the Regional Women's Guild and signed by the President and Secretary of the petitioning Women's Guild.

SECTION 3. Notice of the proposed amendment shall be sent to the local Women's Guilds sixty days prior to the biennial meeting of the Regional Women's Guild.

SUGGESTED CONSTITUTION
for a
LOCAL WOMEN'S GUILD

Article I—Name

SECTION 1. The name of this organization shall be the Women's Guild of the Evangelical and Reformed Church of

SECTION 2. This Women's Guild is a part of the Regional Women's Guild and the Synodical Women's Guild and through them a part of The Women's Guild of the Evangelical and Reformed Church.

Article II—Purpose

The purpose of this Women's Guild is to unite all the women of the congregation to promote the total program of the local church and to carry out the purpose of The Women's Guild of the Evangelical and Reformed Church which is "to unite all the women of the church in Christian fellowship; and with divine help and guidance, to
develop an understanding of the work of the entire church,
deepen spiritual life,
stimulate sacrificial giving, and
promote Christian service
in the home, the local church, the denomination, the community, the nation and the world."

Article III—Membership

SECTION 1. Every woman by virtue of her membership in the congregation is considered a member of the Women's Guild.

SECTION 2. *Active Membership:* Any woman who takes part in the work of this Women's Guild through
prayer and service,
attendance at meetings, or
support of the Challenge of The Women's Guild of the Evangelical and Reformed Church
shall be considered an active member.

Article IV—Administration

SECTION 1. Officers

- a. The officers shall be the President, Vice-Presidents, Secretary and Treasurer.
- b. Each officer shall have participated in the program of the Women's Guild and shall be a member of the local church or charge.

SECTION 2. The work of the Women's Guild shall be directed by an Executive Board and Executive Committee through departments and standing committees as set forth in the by-laws.

Article V—Meetings

Meetings of the Women's Guild shall be held as stated in the by-laws.

Article VI—Amendments

The constitution may be amended at any annual meeting by a two-thirds vote of the members present and voting, provided the amendment has been submitted in writing at the previous regular meeting.

BY-LAWS

Article I—Meetings

SECTION 1.

- a. Regular meetings of the Women's Guild shall be held
- b. Circles and/or interest groups, if any, shall meet

SECTION 2. The annual meeting of the Women's Guild shall be held in (month), at which time reports of the year's work shall be presented.

SECTION 3. members shall constitute a quorum for the transaction of business.

SECTION 4. The programs shall be inspirational and informational; they shall be based on the suggested programs of The Women's Guild of the Evangelical and Reformed Church.

Article II—Active Membership

The individual woman may choose to become an active member of this Women's Guild by participating in the work of the Women's Guild in one or more of the following:

Prayer and Thank Offering

Christian service

Attendance at meetings (inspirational, informational or service groups) promoted by The Women's Guild

Financial support of the Challenge of The Women's Guild.

There are degrees of participation; therefore, each local Guild, knowing its constituency, must determine its own active membership.

Article III—Representation

SECTION 1. The Women's Guild shall be represented officially at the Regional Women's Guild meetings by its president and delegates, as designated by the Regional Women's Guild.

SECTION 2. The number of delegates to the Biennial Regional Women's Guild meetings shall be determined by the active membership of the local Women's Guild.

SECTION 3. The Women's Guild shall be represented officially at the Synodical Women's Guild meetings by its president and delegates, as designated by the Synodical Women's Guild.

SECTION 4. Expenses incurred by its delegates shall be borne by the Women's Guild.

Article IV—Nominations, Elections, Appointments, Terms of Office

SECTION 1. The names for officers shall be presented by a Nominating Committee. Nominations may be made from the floor. The consent of each nominee shall be obtained before nomination.

SECTION 2.

- a. The officers shall be elected by ballot at the September meeting. Where there is but one candidate for any office, the secretary may be instructed, by majority vote, to cast the ballot. All officers shall be elected for a term of years and shall be eligible to the same office for one succeeding term.
- b. The newly-elected officers shall assume office in January. Those retiring shall complete the business of the Women's Guild and surrender to their successors all books and papers pertaining to their respective offices.
- c. No one shall serve on the Executive Board for more than 8 consecutive years.
- d. All vacancies in office shall be filled for the unexpired part of the term by the Executive Board.

SECTION 3. The chairmen of departments shall be appointed by the Executive Committee for a term of two years and shall be eligible for reappointment to the same department for a second consecutive term.

Article V—Duties of Officers

SECTION 1. The **PRESIDENT** shall preside at the meetings of the Women's Guild, the Executive Board and the Executive Committee. She shall have general oversight of the work, call special meetings, appoint standing and special committees with the approval of the Executive Board, and be a member ex officio of all committees except the Nominating Committee.

She shall be a delegate to the meetings of the Regional and Synodical Women's Guilds.

She shall issue and sign orders on the treasury for the payment of all bills authorized by the Women's Guild.

SECTION 2. The **VICE-PRESIDENTS** shall cooperate with the president in furthering the work of the Women's Guild and assume any responsibility assigned to them. In the absence of the president they shall preside in the order named. They may serve as chairmen of departments.

SECTION 3. The **SECRETARY** shall keep a list of active members of the Women's Guild, officers, chairmen of departments, standing committees and a file of the women members of the church. She shall also keep on file the minutes of the meetings of the Women's Guild, of the Executive Board and Executive Committee.

She shall be the custodian of the Constitution and By-Laws and the permanent records including the copy of each annual report of the Women's Guild.

She shall conduct the correspondence of the Women's Guild.

She shall send the compiled report of the work of the Women's Guild as directed.

She shall record the Special Memberships in the minutes and keep a separate permanent record of them.

SECTION 4. The **TREASURER** shall receive all money, keep a careful and accurate account of the same, and render monthly reports. She shall make disbursements in accordance with the adopted budget and upon the direction of the local Women's Guild and orders signed by the president. She shall send to the Treasurer of the Regional Women's Guild:

- a. Money received for the Challenge of The Women's Guild of the Evangelical and Reformed Church and the Regional and Synodical promotional work. This shall be done quarterly.
- b. Money received as Thank Offering. This shall be forwarded immediately.
- c. Money for Special Memberships in The Women's Guild of the Evangelical and Reformed Church.

Article VI—Executive Board

SECTION 1.

- a. The Executive Board shall consist of the elected officers, department chairmen, standing committee chairmen, and circle chairmen (if any).
- b. The Executive Board shall meet (semi-annually, quarterly, or monthly).
- c. members shall constitute a quorum.

SECTION 2.

- a. The Executive Board shall plan to enlist every woman of the congregation in the program of the Women's Guild.
- b. The Executive Board shall plan and coordinate all phases of the work of the Women's Guild.
- c. The Executive Board shall handle routine business and make recommendations to the Women's Guild.
- d. The Executive Board shall approve all standing and special committee appointments.
- e. The Executive Board shall divide the membership into circles (if any).
- f. The Executive Board shall compile the annual report. This report shall be sent as directed.

Article VII—Executive Committee

SECTION 1.

- a. The Executive Committee shall be composed of the elected officers.
- b. Business that requires attention between meetings of the Executive Board shall be transacted by the Executive Committee.
- c. members shall constitute a quorum.

Article VIII—Standing Committees

SECTION 1. The standing committees of the Women's Guild shall be (name and define).

SECTION 2. The chairmen of standing committees shall be appointed by the Executive Committee and shall serve for a term of two years. They shall be eligible for reappointment to the same committee for a second consecutive term.

Article IX—Finances

SECTION 1. A budget shall be prepared by the Executive Committee or an appointed committee and submitted for adoption at the annual meeting. It shall include the financial needs of the Women's Guild for congregational, community, denominational and interdenominational purposes, and its own expenses and pledges for:

- the Challenge of The Women's Guild of the Evangelical and Reformed Church
- the promotional work of the Regional Women's Guild
- the promotional work of the Synodical Women's Guild.

SECTION 2. After the voluntary pledges have been determined by the local Women's Guild, the president shall forward the pledge blank promptly to the Treasurer of the Regional Women's Guild.

SECTION 3. Money to fulfill these voluntary pledges of The Women's Guild for Challenge, Synodical promotion work and Regional promotion work shall be forwarded quarterly to the Regional Treasurer.

Article X—Departments

To attain the purpose of The Women's Guild, the work shall be divided into the following departments, directed by chairmen:

SECTION 1. The SPIRITUAL LIFE DEPARTMENT shall seek to deepen the spiritual life of women, to help them grow in churchmanship, to develop a concern for winning others to Christ, and to arouse a consciousness of the abundant blessings of our Heavenly Father and a desire to acknowledge these blessings through prayer and THANK OFFERING.

SECTION 2. The CHRISTIAN STEWARDSHIP DEPARTMENT shall endeavor to help women to understand that Christian Stewardship is the practice of systematic and proportionate giving of time, abilities and material possessions, based on the conviction that these are a trust from God, to be used in His service for the benefit of all mankind.

SECTION 3. The CHRISTIAN EDUCATION DEPARTMENT shall strive to deepen understanding and stimulate growth in all areas of Christian living; to strengthen family life and make it more Christian.

SECTION 4. The MISSIONARY EDUCATION DEPARTMENT shall endeavor to widen horizons, to sharpen sensitivities to world need, to increase knowledge of the world-wide mission of the Evangelical and Reformed Church, as it serves denominationally and interdenominationally, to the end that members of The Women's Guild may help to fulfill the command of their Master: Go—Teach—Make Disciples.

SECTION 5. The CHRISTIAN SERVICE DEPARTMENT shall seek to broaden each individual's concept of and concern for the needs of others and to help them individually and collectively to meet these needs through service to the local church, the community, the denomination and the world.

SECTION 6. The CHRISTIAN SOCIAL ACTION DEPARTMENT shall strive to bring about a sympathetic understanding of the major social, political, economic and international problems. It shall seek to interpret these in the light of the mind of Jesus, and to give information and motivation for action in keeping with Christian beliefs.

Article XI—Duties of the Chairmen of Departments

The chairman of each department shall enlist the active interest of the women of the congregation in the work of her department. She shall attend leadership training conferences, especially educational workshops. She shall make an annual report of the work of her department.

Article XII—Circles

SECTION 1. For greater participation in the work of the Women's Guild, circles may be formed. The circle chairmen shall be members of the Executive Board and report as directed.

SECTION 2. The chairmen of circles shall serve for a term of years.

Article XIII—Fiscal Year

The fiscal year of the Women's Guild shall begin January 1 and end December 31.

Article XIV—Parliamentary Authority

The rules contained in *Robert's Rules of Order Revised* shall govern the Women's Guild in all cases to which they are applicable and in which they are not inconsistent with this Constitution and By-Laws.

Article XV—Amendments

The by-laws may be amended at any regular meeting by a two-thirds vote of the members present and voting, provided the amendment has been submitted in writing at the previous regular meeting.

THE WOMEN'S GUILD
of the
EVANGELICAL AND REFORMED CHURCH

2969 West 25th Street
Cleveland 13, Ohio

Price: 15 cents each