

LADIES' AID SOCIETY

CONSTITUTION

Article I--Name

The name of this organization shall be the Ladies' Aid Society of United Evangelical Church of Baltimore, Maryland.

Article II--Purpose

The purpose of this organization is to unite all the women of church 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 contributes to the work of this Ladies' Aid Society 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.

Articles IV--Relationships

Section 1. The activities of this organization shall be related to the total program of United Evangelical Church.

Section 2. This organization is a part of the Chesapeake 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 V--Organization

Section 1. Officers

- a. The officers shall be a president, vice-president, secretary and treasurer.
- b. Each officer shall be an active member of the Ladies' Aid Society of the local church.

Section 2. The work of this organization shall be directed by an Executive Board consisting of the officers.

Article VI--Amendments

This constitution may be amended at any 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. Regular meetings of this Ladies' Aid Society shall be held the first Wednesday of the month.

Section 2. The Annual Meeting shall be held in December, at which time full reports of the year's work shall be presented.

Section 3. Twenty-five members shall constitute a quorum for the transaction of business.

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

Article II--Representation

Section 1. This Ladies' Aid Society shall be represented officially at the Annual Meeting of the Chesapeake Regional Women's Guild by its president and by the proper number of delegates as designated by the Regional Women's Guild.

Section 2. This Ladies' Aid Society shall be represented officially at the Potomac Synodical Women's Guild meetings by its president and the number of delegates as designated by the Synodical Women's Guild.

Section 3. Expenses incurred by its delegates shall be borne by this Ladies' Aid Society.

Article III-Nominations, Elections, Term 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. The officers shall be elected by ballot at the November meeting. In case there is but one candidate for any office, the secretary may be instructed, by unanimous vote, to cast the ballot. All officers shall be elected for a term of two years and shall be eligible to the same office for one succeeding term. The nominating committee shall be appointed in September.

Section 3. The president and secretary shall be elected in alternate years with the vice president and treasurer.

Article IV--Duties of Officers

Section 1. The president shall preside at the meetings of this Ladies' Aid Society and of the Executive Board. She shall have general oversight of the work, call special meetings, appoint special committees with the approval of the Executive Board, and be a member, ex officio, of all committees of the Ladies' Aid Society.

She shall be a delegate to the meetings of the Regional and Synodical Guild.

She shall issue and sign orders on the treasury for the payment of all bills authorized by this Ladies' Aid Society.

Section 2. The Vice-President shall assist the president, preside in her absence and assume the responsibilities assigned to the office by the Executive Board.

Section 3. The Secretary shall keep a roll of the officers, chairmen of departments, standing committees and the members of the Ladies' Aid Society. She shall keep on file the minutes of the meetings of this Ladies' Aid Society and of the Executive Board.

She shall be the custodian of the constitution and by-laws and

the permanent records of this Ladies' Aid Society. She shall send the compiled report of the work of this Ladies' Aid Society as directed.

Section 4. The Treasurer shall receive all money and keep a careful and accurate account of the same; render monthly reports to this Ladies' Aid Society and make disbursements upon the direction of this Ladies' Aid Society and upon orders signed by the president. She shall make an annual report to the church at the time of its annual meeting.

All moneys received for purposes other than the Challenge of the Women's Guild of the Evangelical and Reformed Church and the Regional and Synodical Women's Guild promotional work shall be disbursed at the direction of this Ladies' Aid Society.

Section 5. The elected officers shall appoint chairmen of departments, standing committees, etc.

Article V--Executive Board

Section 1. The Executive Board shall consist of the officers and the chairmen of departments and standing committees.

Section 2. The Executive Board shall appoint all standing committees.

Section 3. It shall meet quarterly to consider plans and projects for recommendation to the Ladies' Aid Society.

Section 4. It shall compile the Annual Report from the reports of the officers and chairmen of departments. This report shall be sent as directed.

Section 5. All vacancies in office shall be filled for the unexpired term by the Executive Board.

Article VI--Finances

Section 1. Dues shall be twenty-five cents per month per member.

Section 2. A member if not paid up for six months shall be considered in arrears and shall be visited by the Membership Committee. Exception to this shall be those members who pay their dues yearly.

Section 3. Honorary members are those so designated by this Ladies' Aid Society and are to be accorded the same privileges as regular members.

Article VII--Committees, Departments

Section 1. The standing committees of this organization shall be: The Good Cheer and Refreshment Committees and such other committees as may be determined upon and appointed by the elected officers.

Section 2. This organization shall have the following Departments with the chairmen appointed by the elected officers: Membership, Spiritual Life, Missionary, Stewardship, Thank Offering, Education, Christian Citizenship, Social Service. One person may serve in more than one capacity.

Section 3. The Chairmen of Standing Committees and Chairmen of Departments shall serve for a term of two years.

Section 4. The Chairmen of Standing Committees shall be members of the Executive Board and report as directed.

Article VIII--Duties of Chairmen of Departments

Chairman of each Department shall enlist the active interest of the congregation in the work of her Department.

Section 1. The Chairman of the MEMBERSHIP Department shall plan to enlist every woman in the congregation as an active member of this organization.

She shall promote the Special Memberships of The Women's Guild of the Evangelical and Reformed Church.

Section 2. The Chairman of the SPIRITUAL LIFE Department shall seek to advance the spiritual growth of the members of this Ladies' Aid Society and promote Christian Home and Family Life.

Section 3. The Chairman of the MISSIONARY Department shall present and promote the cause of missions through systematic missionary education.

Section 4. The Chairman of the STEWARDSHIP Department shall strive to develop Christian responsibility and shall stimulate the study and practice of stewardship in daily living.

Section 5. The Chairman of the THANK OFFERING Department shall endeavor to arouse a consciousness of the abundant blessings of our heavenly Father and a desire to acknowledge these blessings through a Thank Offering.

Section 6. The Chairman of the EDUCATION Department shall promote programs of study and reading, which develop Christian attitudes and result in spiritual and cultural living.

Section 7. The Chairman of the CHRISTIAN CITIZENSHIP Department shall strive to bring about a sympathetic understanding of the social problems of the world and seek to find Christian solutions for them.

Section 8. The Chairman of the SOCIAL SERVICE Department shall be responsible for creating an interest in the support of the benevolent institutions of the Potomac Synod, as well as those of the Church at large. She shall promote a liberal and systematic support of community and world needs.

Each Chairman of a Department shall be a member of the Executive Board, and shall make an annual report to this organization. She shall cooperate with the Chairman of her Department in the Chesapeake Regional Women's Guild in the promotion of her work.

Article IX--Fiscal Year

The fiscal year of this Women's Guild shall begin December 1st and end November 30th.

Article X--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.