

Suggested By-Laws
for the

CHRISTIAN WOMEN'S FELLOWSHIP

ARTICLE I
Duties of Officers

Section 1. The president shall preside over business meetings of the Fellowship and of the executive committee. She shall lead in planning the work of the Fellowship and in securing and instructing leaders. She shall appoint the directors of departments and the chairmen and members of committees, and shall be a member ex-officio of departments and committees. She shall see that reports and remittances are made promptly. She shall represent the Fellowship in local church and interdenominational concerns.

Section 2. The vice-president shall assist the president in her duties and act for her in her absence or upon her request. She shall be responsible for World Call subscriptions and for promoting the reading of World Call and other Christian magazines and books.

Section 3. The secretary shall keep a roll of members and the record of attendance at meetings. She shall keep minutes of the meetings of the Fellowship and of the executive committee. She shall make regular reports to district, state, and national offices. She shall carry on such correspondence as may be assigned to her by the president and shall be in charge of publicity.

Section 4. The treasurer shall receive and care for all funds of the Fellowship, shall make payments at the direction of the executive committee and shall keep an itemized record of all receipts and expenditures. She shall make at least a quarterly remittance of missionary funds to the United Christian Missionary Society. Her accounts shall be audited annually.

Section 5. The worship chairman shall be responsible for group worship and offerings, as part of both study program and service projects.

ARTICLE II
Departments

Section 1. The work of the Christian Women's Fellowship shall be carried on through two departments, namely: The Department of Study; The Department of Service.

Section 2. Each department shall be led by a director appointed by the president and approved by the other officers.

Section 3. The work of the department of study shall be to help women in Christian living through studies which shall include: (a) missions (b) devotional life (c) Christian social relations (d) local church concerns.

a. Missions: To gain an understanding of the missionary character of Christianity, to learn about the world-wide missionary task, to accept responsibility for and give generous support to the missionary work of the brotherhood.

b. Devotional life: To grow in Christian living by observing personal devotions, reading and studying the Bible, taking part in prayer cells, using devotional literature, studying stewardship and making personal commitment.

c. Christian social relations: To learn about Christian homes, the brotherhood benevolent homes, community concerns, and wider social areas such as human rights, welfare, and world order.

d. Local church concerns: To be informed about and interested in the whole program of the local church including evangelism, Christian and missionary education, visitation of the ill and shut-ins, and various duties of hospitality and housekeeping in the church.

Section 4. The work of the department of service shall be to plan and promote projects and activities in the following: (a) missions, (b) the community (c) benevolence (d) the local church (e) social action.

a. Missions: To prepare service gifts for home and foreign mission projects; to cooperate with the church in the missionary education of youth and children and in church-wide projects such as Schools of Missions; to encourage visits and organize trips to mission institutions and to state and national headquarters for acquaintance, inspiration and service.

b. Community: To unite with women of other churches in planning and carrying out projects of worship, study and service. To arrange and carry out projects designed to help meet needs in the community.

c. Benevolence: To prepare service gifts for those in our benevolent homes and encourage visits to them.

d. Local church: To cooperate with the church in evangelistic efforts and Christian education; to cultivate a warmth of fellowship; to enlist and encourage women in active service; to prepare fellowship meals for the church, church groups and community groups of like purpose; to cooperate in keeping the church clean, attractive, and equipped to meet its needs.

e. Social action: To cooperate with church committees on Christian home and social action if there are such committees, or to arouse concern and initiate action in those areas.

ARTICLE III Membership and Groups

Section 1. All women who share in the study and service activities shall be reported as participating members.

Section 2. The membership shall be divided by the officers into at least two groups. Membership in the groups shall be changed each year.

Section 3. A leader for each group shall be appointed by the officers. The leader's duties shall be to keep members informed of meetings and activities of the Fellowship, keep records of the participation of the members of her group and preside over group meetings. Group leaders shall be members of the executive committee.

Section 4. Groups shall elect from their membership other officers as needed.

ARTICLE IV Executive and Other Committees

Section 1. The executive committee shall consist of the officers, department directors, chairmen of standing committees, group leaders.

Section 2. a. The executive committee shall outline the general plan for the work of the Fellowship in accordance with the purpose and plan as provided in the constitution.

b. It shall consider the local and world-wide financial needs of the work it has outlined and prepare a budget.

c. It shall fill vacancies in unexpired terms.

d. It shall hold regular meetings preceding the monthly meeting of the Fellowship and review the work and plan its ongoing.

Section 3. The executive committee shall present all actions to the Fellowship for approval.

Section 4. The officers shall be called together by the president to take emergency action. They shall report such action to the executive committee.

Section 5. The president, with the approval of the executive committee, shall appoint committees as the needs of the work require and outline their duties.

ARTICLE V Programs

Section 1. Programs shall be planned by a program committee made up of the director of study, the worship chairman and an appointed member. The Fellowship president and the director of the department of service shall be ex-officio members of the committee.

Section 2. Special short courses in Bible, stewardship, evangelism, Christian family life, missions, social relations, and world order shall be provided if possible for those who desire them for personal help or leadership training.

Section 3. The service activities shall be planned by a service committee with the director of the department as chairman, the worship chairman and one other appointed member. The Fellowship president and the chairman of study department shall be ex-officio members of the committee.

Section 4. Worship shall be a part of all meetings.

Section 5. Opportunities for offerings shall be provided in regular and special meetings.

ARTICLE VI Quorum

_____ members of the executive committee and _____ participating members of the Fellowship shall constitute a quorum.

ARTICLE VII Amendments

These by-laws may be amended by a majority vote at any regular meeting provided written amendment has been presented and discussed at previous business and group meetings.