

## Women's Association Constitution

Amended at the meeting of 10/24/2010.

Voted on and accepted. 24 people at the meeting. 20 yeas.

The total membership as of the vote was 37.

**1. The Name of the organization shall be:** "The Women's Association of the First Congregational Church of Darien, UCC."

**2. The Purpose** shall be to execute the organization's Mission: **To promote fellowship, friendship, caring and service within both the church and the wider community.**

**3. Membership** shall consist of women of this church and the wider community who sign up for membership and pay dues. Dues shall be \$5.00 per year.

**4. Officers** shall be:

- A president or two co-presidents
- One to two vice presidents
- One treasurer
- A recording secretary (optional).

The terms of office shall be two (2) years, and officers can be eligible for re-election for two additional years.

The treasurer may serve indefinitely, but must be elected.

**5. The Duties** of the officers:

The president (or co-presidents):

- To preside over all meetings, including the annual meeting and any committee meetings.
- To represent the Women's Association at Church Council. If there are two co-presidents, then one of them will be designated to represent the Women's Association at all Church Council meetings.
- To form standing committees or temporary committees to organize specific activities.
- To write and submit an annual report to the church secretary for inclusion in the church annual report.
- To work with other officers and committee heads to plan activities and to choose methods for fund raising.
- To work with other officers to plan gifts or disbursements of funds to cover church or community needs.

The vice president:

- To assist the president with all functions except Church Council meetings.

The treasurer:

- To take in any funds and pay out any expenses or contributions as directed by the President.
- To ensure compliance with all church financial reporting rules (keeping records of and receipts for purchases, etc.)
- To submit an annual financial report to the head of Stewards and the church secretary, which will be published in the church Annual Report, and to submit to an informal inspection of the Women's Association books by the head of Stewards once a year.
- To review the state of the Women's Association books and finances with the other officers and with the membership at meetings.
- To work with the officers to make decisions as to how to raise and disburse funds.
- To ensure that the Women's Association bank accounts are in good order.
- To ensure that the church treasurer is allowed to be signer for the Women's Association bank accountants.

Secretary:

- To take minutes of the annual meeting and business parts of other meetings. This position can be filled by a volunteer temporarily at each meeting.

**5. The Executive Board** shall consist of one President, one vice president, the treasurer, the secretary (if any) and ex officio a Minister (Senior or Associate) of the church and the Church Moderator. Standing committee chairs (if any) may be invited to this board at the discretion of the President.

**Duties:** This board shall nominate a president in the event that a vacancy occurs and there is no vice president to fill the position it. An election the following April will then be held.

**6. Elections** shall be held at an annual meeting in April.

Nominations from members and the board will be accepted. Special elections can be held at other times of the year, if the April meeting cannot be held.

**7. Meetings.** Along with the annual meeting, there shall be at least 2 general meetings a year. These can be social but must include a business meeting as well. The order of business to be:

- Call to order
- Reading of the previous meeting's minutes
- Treasurer's report
- Committee reports
- Unfinished business followed by new business
- Adjournment

**8. A Quorum** shall be one third of the members.

**9. Amendments.** This constitution can be amended by a two-thirds majority vote of members taken either electronically or by mail or meeting.

**10. Devotions** – An officer or member will lead each meeting with a prayer and a devotional meditation. The Women’s Association aims to hold all meetings and social events under the guidance of the Christian love and caring that the United Church of Christ professes.