

BIG CANOE CHAPEL WOMEN'S FELLOWSHIP BY-LAWS

Updated December 2020

Article I. Name

The name of this organization shall be the Big Canoe Chapel Women's Fellowship.

Article II. Purpose

The purpose of the Women's Fellowship is to bring together all women of the Big Canoe community:

- To encourage Christian fellowship
- To understand God's will for our lives through Bible study
- To promote activities to benefit the Chapel and our surrounding areas.

Article III. Membership

Membership is open to all women of Big Canoe and the surrounding areas. There are no dues associated with attending the Women's Fellowship.

Article IV. Members of the Board

Section 1. The Board shall consist of the President, Secretary, Treasurer, Past President, Parliamentarian, Vice President of Charitable Giving and Fundraising, Vice President of Membership, Vice President of Public Relations and Vice President of Spiritual Growth and Outreach.

Section 2. The Board shall be comprised of Regular/Associate Members of the Chapel or members of the community.

Article V. Election of the Board Officers

Section 1. There shall be a Nominating Committee composed of all current Board members. They will convene around mid-year to create a slate of officers for the next year. Shortly after, this slate will be presented to the general membership. A one month time period shall be provided for the general membership to make nominations. After the one month time period the Nominating Committee shall offer a final slate of officers for a vote by the general membership. The new Board shall be installed at the last general meeting of the year.

Section 2. In the event it becomes necessary to fill any office at any time the President shall have the power to appoint officers.

Section 3. The President and Vice Presidents shall recruit special chairs as deemed necessary.

Section 4. The term of service for a Board Officer's position is January 1st to December 31st.

Article VI. Meetings

Section 1. Women's Fellowship general membership meetings shall be scheduled by the Board.

Section 2. Women's Fellowship Board meetings shall be determined by the President.

Article VII. Fiscal Policies

Section 1. The fiscal year of the Women's Fellowship shall be January 1st through December 31st.

Section 2. An annual budget shall be developed by the Treasurer with assistance from the President and presented to the Board at the first meeting of the year.

Section 3. The outgoing Treasurer shall prepare the budget at the end of the year, but the new Treasurer will present it at the beginning of the new term.

Section 4: Any request for funds over \$1,000 must have the President's approval.

Section 5: All contracts must have the President's approval.

Article VIII. Communications

All communications sent out for publicity purposes must be approved by the appropriate Vice President before submitting to the Vice President of Public Relations.

Article IX. Amendments

The By-Laws may be amended by a majority vote of members of the Women's Fellowship provided the proposed amendments have been submitted to the membership one month prior.

Article X. Women's Fellowship Board Job Descriptions

President

- Works closely with Vice Presidents in fulfilling their duties.
- Presides over scheduled Board meetings and general membership meetings.
- Represents the Women's Fellowship at local charity and civic events.
- Serves on and leads the Nomination Committee.
- Keeps a record of all details and materials from prior years and passes them to the next President.
- Works closely with the Treasurer to create the yearly budget.
- Responsibilities for this position are based on a calendar year.

Past President

- Assumes duties of President when necessary.
- Supports the President and other members of the Board as needed.
- Attends scheduled Board and general membership meetings and related functions.
- Responsibilities for this position are based on a calendar year.

Secretary

- Records minutes of Board meetings with additions from general membership meetings when necessary.
- Distributes minutes by email to the Board members as soon as possible after each Board meeting with date, time, location, topics discussed and persons present. In addition to a digital record of the minutes, a printed copy is kept for reference purposes in the Secretary's notebook.
- Attends Board meetings and general membership meetings.

- Responsibilities for this position are based on a calendar year.

Treasurer

- Receives all Big Canoe Chapel Women's Fellowship deposit funds from its members, checks deposits for accuracy and submits to the Big Canoe Chapel Office Manager.
- Receives all Women's Fellowship reimbursement/disbursement requests (including disbursements to charities) from members, checks reimbursement/disbursement forms for accuracy, ensures necessary documentation is attached and submits requests to the Big Canoe Chapel Office Manager.
- Tracks all income/expenses in designated software.
- Reconciles balances with Big Canoe Chapel balance sheet.
- Provides financial reports to the Board and general membership as needed.
- Provides financial data to the Big Canoe Chapel Office Manager as requested during Chapel audit.
- Attends scheduled Board and general membership meetings.
- Responsibilities for this position are based on a calendar year.

Parliamentarian

- Understands the Women's Fellowship By-Laws and insures they are being followed at all events.
- Serves as the main liaison with the Chapel in posting events on the Chapel's calendar.
- Works closely with the President and all Vice Presidents to ensure events are posted on the Chapel and Women's Fellowship calendars in a timely manner.
- Attends scheduled Board and general membership meetings.
- Responsibilities for this position are based on a calendar year.

Vice President of Charitable Giving and Fundraising

- Provides Women's Fellowship application for funds to potential recipient organizations and acts as the liaison with these organizations.
- Reports to the Board recommendations for Charitable Giving and is prepared to answer questions about the organization and its request. The Board must approve the recommendations.
- Provides, in writing, the outcome to all requesting organizations.
- Works with the Treasurer for disbursements to charities.
- Determines the fundraising events which will meet the needs of charitable giving.
- Recruits chairs and committee members to lead Charitable Giving and Fundraising events and provides job descriptions for each specific area of responsibility.
- Keeps a record of all details and materials from prior years and passes them to the next Vice President of Charitable Giving and Fundraising.
- Attends Board meetings and general membership meetings.
- Responsibilities for this position are based on the calendar year.
- Works within the yearly budget.

Vice President of Membership

- Plans events and procedures that encourage membership growth and provides opportunities that support Christian fellowship among the Women's Fellowship members.
- Recruits chairs and committee members for Membership, Cares and Concerns, Member Events and Christmas Luncheon and provides job descriptions for each specific area of responsibility.
- Maintains an accurate and updated Women's Fellowship membership roster.
- Keeps records of all details and materials from prior years and passes them to the next Vice President of Membership.
- Attends Board meetings and general membership meetings.
- Responsibilities for this position are based on the calendar year.
- Works within the yearly budget.

Vice President of Public Relations

- Works closely with the President and the other Vice Presidents to create publicity for meetings, events, fundraisers, etc. in order to promote and inform members of the Women's Fellowship and the surrounding community.
- Recruits members for the following who will work to disseminate information in a timely manner:
 - Chapel E-blast, Church Bulletin, and Electronic Billboard
 - Smoke Signals/Inside the Gates/POA E-blasts
 - Website
 - Facebook
 - Monthly Newsletters to Members
 - Print Media (posters, letters, brochures, banners, booklets, etc.)
 - Photographer
- Keeps records of all details and materials from prior years and passes them to the next Vice President of Public Relations.
- Attends scheduled Board meetings and general membership meetings.
- Responsibilities for this position are based on the calendar year
- Works within the yearly budget.

Vice President of Spiritual Growth and Outreach

- Plans programs for general membership meetings (including all correspondence with guest speakers), the Retreat, Bible Study Groups and outreach opportunities.
- Recruits chairs and committee members to lead Spiritual Growth and Outreach committees and provides job descriptions for each specific area(s) of responsibility.
- Consults with Senior Chaplain on selection of Bible Study materials.
- Keeps a record of all details and materials from prior years and passes them to the next Vice President of Spiritual Growth and Outreach.
- Attends scheduled Board meetings and general membership meetings.
- Responsibilities for this position are based on a calendar year.
- Works within yearly budget.