



WOMEN IN THE CHURCH

CONSTITUTION AND BY-LAWS

As amended
December 3, 2019

**THE GREAT OUTDOORS COMMUNITY CHURCH
WOMEN IN THE CHURCH
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CONSTITUTION

ARTICLE I – Name

The organization shall be known as the Women in the Church (WIC) of the Great Outdoor Community Church, hereinafter referred to as WIC.

ARTICLE II – Purposes

The purposes of this organization shall be to aid growth in the knowledge of God as known in Jesus Christ; to adhere to the beliefs and goals of the Great Outdoors Community Church; to nourish the participants' spiritual life through devotions, prayer, bible studies and related programs; to develop a warm Christian Fellowship, and to promote evangelistic outreach in our community.

ARTICLE III – Participation

Any woman who subscribes to our purposes may participate in WIC. However, only a Great Outdoors Community Church member or associate member may be an officer or head a Standing Ministry Team.

ARTICLE IV – Government

The WIC shall operate as authorized by the Church Board of the Great Outdoors Community Church.

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ARTICLE V – Officers

The officers of WIC shall be:

- President
- Vice President
- Secretary
- Treasurer
- Spiritual Life Director
- Chaplain

This constitutes the WIC Board.

No officer shall be eligible for the same office for more than one consecutive year. The only exception(s) may be an additional one-year term for the Secretary and or the Treasurer, with the recommendation of the WIC Board and agreement of the respective officer(s).

It is expected that the Vice President will be committed to serve two years: one as Vice President and one as President. The following year, as Past President *ex officio*, she will serve in an honorary position and as an advisor, if needed. While being welcomed to attend executive board meetings, she will not be required to attend.

Each officer is expected to educate her replacement in order to provide continuity on the WIC Board. All officers, chairs and committees, shall commence their duties after the April Board meeting. However, the incoming board shall attend the April Board meeting following their election, to provide even greater continuity.

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ARTICLE VI – Budget Fiscal Year

The fiscal year for the WIC budget shall commence on May 1, to coincide with the new Board taking office and the Standing Chairs assuming their duties.

ARTICLE VII – Quorum

WIC Board – A majority of the Board members shall constitute a quorum for the transaction of all business provided prior notice of the meeting has been given.

WIC Participation – The number of participants present shall constitute a quorum for conducting business.

ARTICLE VIII – Business Requiring Vote of Participants

WIC Officers – Chair of the Nominating Committee will present the slate of officers to participants, at the March General meeting, for discussion and majority vote.

WIC Budget – In February, the budget will be presented to the WIC Board for approval. Copies of the budget will be available at the February General meeting. At the March General meeting, the budget will be presented to participants for discussion and majority vote. Any item over \$500, not approved in the budget must be presented at the general meeting for a majority vote.

Constitution and By-Laws – The constitution and By-Laws may be amended after being presented to the WIC participants for discussion and 2/3 majority vote. Such amendments must be presented in writing, for WIC Board approval; then presented to participants at a General meeting thirty (30) days before the vote.

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ARTICLE IX – Meetings

Meetings of WIC shall be held monthly from November through April. Other team, project/planning, social, and specially-called business meetings may be held as deemed appropriate.

ARTICLE X – Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall be the guide to parliamentary procedure for WIC.

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BYLAWS

ARTICLES I – Duties of Officers

President

- Shall preside at all WIC Board and General meetings;
- Shall call special meetings, when necessary;
- Shall appoint the members of the Board, the Constitution and By-Laws Committee, the Ministry Team Chairs and the Committee Chairs, when vacancies occur;
- The outgoing and incoming President shall work together to appoint the new Ministry teams and Chairs for the up-coming year;
- Shall exercise general supervision over WIC;
- Shall be an *ex-officio* member of every Ministry Team except the Nominating Committee;
- Shall plan the agenda for all WIC meetings;
- Shall submit a written Annual Report to the Church Board, which will include a compilation of the activities of WIC. This written Annual Report shall be submitted to the GOCC secretary by January 20.

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Vice President

- Shall attend all WIC Board and General meetings and preside in the absence of the President;
- Shall act as Parliamentarian;
- Shall work closely with the President and be informed on all phases of work;
- Shall submit a written report of her activities to the President, by January 15, to be used in preparation of the President's Annual Report;
- Shall plan and be responsible for all programs and select all the program speakers, for WIC General meetings during her presidential year;
- Shall compile all information and decide on the **Theme**, for inclusion in the WIC Program Booklet, which will be used during her presidential year;
- The Program Booklet shall be completed and printed prior to the November WIC Board Meeting and distributed at the first WIC General meeting of her presidential year;
- Shall submit dates of Board meetings (usually the first Tuesday of the month at 10:00 AM); WIC General meetings (usually the second Tuesday); fundraising events (including set-up times and dates) to the church secretary for approval. These dates will then be reserved on the Church Calendar of Events.
- Working with the Constitution and By-Laws Committee, shall review the WIC Constitution and By-Laws, making recommendations for any updates that may be needed.

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Secretary

- Shall take minutes of all WIC Board and special business meetings;
- Shall keep all approved minutes in permanent form;
- Shall submit printed copies of these minutes to the WIC Board members for their approval. Copies of the minutes shall be available for any participants who wish a copy;
- Shall attend to the general correspondence of the group;
- Shall give notice of meetings (Board, General and Special Business meetings), within the required deadlines. These notices shall be included in the Church Bulletin, The Messenger and the Happenings.

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Treasurer

- Shall maintain the WIC Treasurer's Policies and Procedures, approved by the WIC Board;
- Shall see that all officers and committee chairmen receive a copy of these policies and procedures at the beginning of their term and will oversee their use;
- Shall receive and disperse all monies of WIC according to the approved budget;
- Shall be responsible for all offerings and care for all fundraising monies. All funds will be kept in the WIC Account;
- Shall report current bank balance at WIC Board meetings for review and submit a report at each WIC General meeting for participant's review;
- Shall keep the board apprised of budgeted monies sent to the approved charities throughout the current year; with all charity budgeted funds disbursed no later than March 31st.
- Shall prepare her records annually for review by an auditor to be chosen by the WIC Board;
- Shall prepare a proposed budget for the following year, based on the funds received (or anticipated from) current year's fund-raising activities, but in no event shall the proposed budget supersede the amount estimated to be in the WIC checking account at the current year end (April 30);
- Shall prepare this proposed budget to include any projected special events for the following year;
- Shall have this proposed budget available at the February Board meeting for discussion and vote;
- Shall make this budget available to participants at the February General meeting followed by discussion and vote at the March General meeting.

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Spiritual Life Director

- Shall stimulate the spiritual growth of WIC;
- Coordinate a devotion to be given at each General meeting;
- Shall be the leader and/or designate a leader(s) (with approval of the WIC Board and the Small Group Pastor), for the WIC Christian Book Study, which begins in January;
- Shall coordinate with WIC President to select study materials.

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Hospitality

- Shall oversee the planning and implementing the monthly WIC luncheons:
 - Recruit and work with a committee of five to six ladies
 - Submit the notice of the luncheon with details to:
 - The church office, for:
 - The Bulletin - two weeks prior to the luncheon
 - The Messenger - by the 20th of the month preceding the luncheon
 - The Happenings – at appropriate time each month
 - Plan the menu
 - Order the food
 - After luncheon, give copy of caterer invoice to WIC Treasurer for payment
 - Reservations
 - Have volunteer(s) in Fellowship Hall the two Sundays prior to luncheon for sign-ups and collecting money
 - Give caterer a final count on the Sunday prior to the luncheon
 - Set Up
 - Monday morning, the day before the luncheon, prepare Fellowship Hall for the luncheon (set tables, decorate)
 - Day of Luncheon
 - Oversee the flow of events
 - Greet the caterer
 - Assign the servers
 - Preparation of coffee, water, etc
 - Delivery of food to guests (at tables or at buffet)
 - With committee, see to clean up after the luncheon

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Chaplain

- Shall open and close the WIC Board and General meetings in prayer;
- Shall present a short devotion at the opening of each WIC Board meeting.

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ARTICLE II – Duties of the Standing Ministry Team Chairs

The Refreshment and Decoration Chair

- Shall appoint and organize teams to provide suitable refreshments and decorations for WIC General meetings;
- Will begin their duties at the November General meeting and conclude that the April meeting.

The Historian Chair

- Shall be responsible for appointing a Historical Ministry Team for the purposes of compiling photos, narratives, bulletins and other memorabilia of WIC General meetings, in a yearly album that may be displayed at WIC General meetings;
- Member(s) of the team should attend all meetings, programs and events, to be included in WIC history.
- Shall be responsible for taking and compiling photos to be used in various WIC & GOCC publications.

The Library Chair

- Shall be responsible for maintaining a church library with books, DVD's, VCR's and other appropriate materials, for the benefit of the church;
- Shall be responsible for selecting and accepting books and materials for the library collection;

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ARTICLE III – The WIC Board

The WIC Board

- Shall be comprised of:
 - ✓ President
 - ✓ Vice President
 - ✓ Secretary
 - ✓ Treasurer
 - ✓ Spiritual Life Director
 - ✓ Chaplain
 - ✓ Past President (ex officio)
- Shall meet at least once a month during the season, and more often if needed

ARTICLE IV – Committees

The Nominating Committee

- Shall consist of five (5) members;
- Chairman will be appointed by the President;
- Chairman will select the other four members;
- Shall be entrusted with all business related to the nomination of officers;
- Shall assist the Board in the appointment to fill any vacancies among officers, subject to WIC Board approval;
- Shall present a slate of officers at the February Board meeting for discussion and vote;
- Nominating Chair shall then confer with the Senior Pastor, who must approve of the slate prior to presentation at the February General meeting;
- Discussion and vote on the slate of officers will take place at the March General meeting;

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- Shall make arrangements for a Dedication Service to be held during a Sunday morning worship service, shortly after the election of officers at the March meeting;
- Shall make arrangements for the ceremony of Installation of Officers to be held at the April WIC General meeting;
- Shall invite the Senior Pastor to perform the Dedication and Installation ceremonies.

The Constitution and By-Laws Committee is a six (6) member committee which

- Shall consist of new and past members;
- Shall edit the Constitution and By-Laws, as deemed necessary for efficient functioning;
- Shall review content to assure document reflects current practices;
- Shall meet only when needed;
- Shall present proposed revisions to the WIC Board for review; the proposals shall be presented to participants at a WIC General meeting 30 days prior to vote. Discussion and vote will take place at the next WIC General meeting;
- A copy of the Constitution and By-Laws shall be given to all in-coming Officers of the Board;
- A copy shall be made available to anyone requesting such and shall be posted on the GOCC website.

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WIC TREASURER'S POLICIES AND PROCEDURES

1. The Treasurer must follow GOCC protocol that all monies collected for church functions must be counted by two persons and if the amount exceeds \$500, should be stored in a secure, designated place in the church office.
2. The GOCC Collection Form is to be used to record the amounts of all functions that collect money. The form also serves to verify that two people are counting at these functions.
3. A voucher with attached receipt must be filled out for all expenditures and signed by the person seeking reimbursement as well as the President and the Treasurer. When paid, the voucher will be marked with the check number and the date. Vouchers are available in the GOCC office.
4. All receipts with a voucher are to be totaled again by the Treasurer before payment. Each receipt must have only items purchased for WIC.
5. If a check is written based on a vote of the WIC Board, the minutes of the meeting should be attached and highlighted with the vote information.
6. The books should be reviewed annually by a person chosen by the WIC Board.
7. All fundraising functions should have a separate profit/loss report listing all revenues and expenses clearly.
8. All committee chairmen and WIC officers shall receive a copy of the WIC Treasurer's Policies and Procedures annually.
9. The Treasurer's books should be turned over to the new Treasurer no later than May 1.
10. The Treasurer's Report need to be presented at the General meetings only when numerous changes have taken place between the Board meeting and the General meeting.

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11. As soon as reasonably possible after their installation, the incoming President and Treasurer must sign appropriate signature papers at the bank which represents WIC. This will enable her to sign checks in the absence of the Treasurer. At this time, they must take a signed copy of the latest April General meeting minutes, which verifies their positions as officers.

Updated December 3, 2019