

POLICIES AND PROCEDURES
EPISCOPAL CHURCH WOMEN
OF THE DIOCESE OF SOUTH DAKOTA

I Administrative Responsibilities/Job Descriptions

A. Officers

(1) President

- presides at all meetings of the organization
- coordinates the annual special mission projects
- submits annual report to the Diocesan office
- assigns Parliamentarian (optional)

(2) Vice President

- presides at all meetings when the President is absent
- coordinates the Honored/Distinguished Woman program
- coordinates annual Women's Retreat

(3) Secretary

- keeps records of all meetings
- reviews minutes with the President prior to distribution
- distributes minutes
- maintains mailing list of members
- provides copy of minutes to the Diocesan office webmaster for the ECW link on the Diocese website
- coordinates submission of articles for printing in the SD Church News
- prepares list of events and deadlines for the Diocese website ECW link

(4) Treasurer

- receives and distributes all funds except the UTO and CPC offerings
- chairs the Finance Committee
- prepares the annual financial report for inclusion in the President's annual report to the Diocese

B. Parliamentarian (when assigned)

- advises the presiding officer relative to Robert's Rules of Order
- seated next to presiding officer
- role is purely advisory... to the President who makes final ruling

C. Committees

(1) Scholarship

- funds primarily from donations mailed to ECW SD Treasurer
- annual deadline for applications is July 31
- amounts may change due to donation levels by vote of membership

- (2) Altar Guild
 - assists local Altar Guilds as requested
 - collects vestments and paraments for distribution at annual Diocesan Convention
 - responsible for ECW SD Quilt
- (3) Annual Special Mission Project (funds collected mailed to ECW SD Treasurer)
 - rotates annually (international, companion diocese, SD diocese)
 - chaired by President
 - approval of members is required
- (4) UTO Coordinator (funds collected sent to Diocesan office)
- (5) CPC Coordinator (funds collected sent to Diocesan office)
- (6) Nominating and Bylaws
 - present written report(s) at regular meetings when there is a nomination requirement or proposed bylaws amendment

*Note: All committee chairwomen are expected to bring (or if excused, send) to each meeting a written report. An annual report for the previous year must be sent in writing to the President by April 15.

II Financial Policies

- A. Expenditures
 - all checks written shall be supported by an approved budget, or approved by vote of the organization if not included in the budget.
- B. Triennial
 - allotment for attendees (maximum of four) is \$1500 each
 - expense form with receipts to be submitted to the SDECW Treasurer
- C. Honorariums
 - no established amount
 - Treasurer to advise availability of funds
 - to be approved by a vote of the members present
- D. Expense Reimbursement
 - requires prior approval of the members, or the Executive Board with member approval at the next regular meeting
 - receipt(s) to be submitted
- E. Meetings
 - meeting room fee to be paid by organization (estimate in budget)
- F. Special Circumstances
 - contributions to special mission project(s) require organization approval (vote)

III Amendment of Policies and Procedures

These Policies and Procedures may be amended at any regular meeting of the Diocese Episcopal Church Women organization by a two-thirds vote of the members present.

Approved on September 25, 2015, at the Annual Meeting of the
Episcopal Church Women of the Diocese of South Dakota held at
The Ramkota Inn in Pierre, South Dakota.

Elizabeth Campbell, Secretary

Policies and Procedures established by vote of members or by Diocesan or National ECW requirements:

By past practice and precedence: All official business of the Episcopal Church Women of the Diocese of South Dakota has to be routed through the President so that she can coordinate all mission and ministry of the organization. This includes providing information for ECW on the Diocesan website.

May 2, 2015: The two annual scholarships are raised from \$500.00 to \$750.00 each.

May 2, 2015: The Nominations Committee must have a slate for any officer nominations ready by August 1 for printing in the South Dakota Church News Convention issue.

May 2, 2015: The nominating deadline for Honored Women will be April 15 for selection by vote at the Spring Meeting and honor at the Annual Meeting in the fall. At the Annual Meeting prior to a Triennial Meeting, one of the Honored Women from the past 3 years will be selected to represent South Dakota as its Distinguished Woman at the next Triennial Meeting.

Updated August 1, 2016.

For Agenda of May 5, 2018, Spring Meeting of the Episcopal Women of the Diocese of South Dakota:

The Executive Committee of the Episcopal Church Women of the Diocese of South Dakota, proposes the following amendment to the Bylaws that were originally adopted on September 25, 2015, *as follows in italics:*

Article IV, Section 3. Ballot Election. The officers shall be elected by ballot to serve two years and their terms of office shall begin at the ~~close of the Annual Meeting at which they are selected~~ *end of the current calendar year.*

Rationale: This will allow time for all officers to complete their work, orient their successors and exchange records, i.e., for the Secretary to write her last report as well as to give the President and Treasurer the opportunity to complete required written annual reports for the current year and arrange for an audit before the new President and/or Treasurer change bank account signatures. All the work can and should be completed by the first part of January, if not before.

It has become a tradition for the President and Secretary, working with the other officers and coordinators, to send a letter with a general report of the recent annual meeting and a list of the planned activities of the diocesan ECW for the new year to each mission or parish in the state, as well as to post the same information on the diocesan website and have it printed in the South Dakota Church News. The new Board, however, can begin working to prepare these documents as soon as the annual fall meeting is over and have them ready to mail at the beginning of the new year, as each new person assumes full responsibility for her office.

Note: A new Secretary and Treasurer will be elected this fall, as both have served maximum of terms.