

American Baptist

The logo for American Baptist Women's Ministries. It features the word "Women's" in a large, bold, black serif font. The letter "o" in "Women's" is replaced by a stylized globe with horizontal lines. Below "Women's" is the word "MINISTRIES" in a smaller, black, all-caps sans-serif font. A thin horizontal line is positioned above the word "Women's".

# ***Bylaws***

## ***American Baptist Women's Ministries of West Virginia***

Approved  
October 20, 2023

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# Table of Contents

<b>Article I – Executive Committee</b>	
Section 1 – Membership .....	1
Section 2 – Duties .....	1
<b>Article II – Executive Board</b>	
Section 1 – Membership .....	1
Section 2 – Duties .....	2
Section 3 – Meetings	
A. State .....	2
B. National .....	2
<b>Article III – Officers</b>	
Section 1 – Listing .....	2
Section 2 – Election .....	3
Section 3 – Vacancies .....	4
Section 4 – Terms of Office .....	4
Section 5 – Removal from Office .....	4
<b>Article IV – Duties of Officers</b>	
Section 1 – President .....	5
Section 2 – First Vice-President .....	5
Section 3 – Second Vice-President .....	6
Section 4 – Secretary .....	7
Section 5 – Treasurer .....	8
Section 6 – Treasurer Elect .....	8
<b>Article V – Coordinator of Areas of Ministry</b>	
Section 1 – Church and Community .....	9
Section 2 – Conference .....	9
Section 3 – Love Gift .....	10
Section 4 – Mission and Service .....	10
Section 5 – Personal Development .....	11
Section 6 – Spiritual Growth Retreat .....	11
Section 7 – WV Hope .....	11

<b>Article VI – Committees</b>	
Section 1 – Advisory .....	12
Section 2 – Audit .....	12
Section 3 – Church and Community/Special Project .....	13
Section 4 – Conference .....	13
Section 5 – Constitution .....	13
Section 6 – Finance .....	13
Section 7 – Mission and Service/Mission Outreach Project .....	14
Section 8 – Nominating .....	14
Section 9 – Personal Development .....	14
Section 10 – Scholarship/Loan .....	14
Section 11 – Spiritual Growth .....	14
Section 12 – Women’s Annual Meeting .....	15
Section 13 – Project Good Samaritan .....	15
Section 14 – Other Committees .....	15
<b>Article VII – Presidential Appointments</b>	
Section 1 – Project Good Samaritan Coordinator .....	15
Section 2 – Registration Coordinator .....	16
Section 3 – Communication Coordinator .....	16
Section 4 – Scholarship/Loan Coordinator .....	16
Section 5 – Scholarship/Loan Associate Coordinator .....	17
Section 6 – Other Appointments .....	17
<b>Article VIII – Liaisons</b>	
Section 1 – West Virginia Baptist Convention .....	17
<b>Article IX – Listing of Events</b>	
Section 1 – Women’s Annual Meeting .....	17
Section 2 – Conference .....	17
Section 3 – Spiritual Growth Retreat .....	17

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**BYLAWS**  
**AMERICAN BAPTIST WOMEN'S MINISTRIES**  
**OF WEST VIRGINIA**

**ARTICLE I – EXECUTIVE COMMITTEE**

**SECTION 1 – MEMBERSHIP**

The Executive Committee shall consist of the following:

1. President
2. First Vice-President
3. Second Vice-President
4. Secretary
5. Treasurer and Treasurer Elect
6. Coordinator of Personal Development Ministries
7. Coordinator of Church and Community Ministries
8. Coordinator of Mission and Service Ministries
9. West Virginia Baptist Convention Liaison

**SECTION 2 - DUTIES**

The Executive Committee shall:

1. Function as the Executive Board between meetings of the Board. Actions of the Executive Committee shall be ratified by the Executive Board at their next meeting;
2. Meet prior to the meetings of the Executive Board, if needed, or at the call of the President;
3. One-third of the members shall constitute a quorum.

**ARTICLE II – EXECUTIVE BOARD**

**SECTION 1 – MEMBERSHIP**

The Executive Board shall consist all elected and appointed officers and the WVBC Liaison, all of which must be a member of a WV Baptist Convention Church.

## **SECTION 2 – DUTIES**

The duties of the Executive Board shall be to:

1. Transact the official business;
2. Provide leadership;
3. Upon invitation, speak at local churches or association functions;
4. Send communications to Association counterparts at least three times a year in addition to Seasons publication articles;
5. One-third of the members shall constitute a quorum.

## **SECTION 3 – MEETINGS**

### **A. STATE**

1. The Executive Board meetings shall be held in March, in October prior to Women's Annual Meeting Day, in November, and at the discretion of the President. Also, at the discretion of the President meetings can be held electronically if there is need for a vote on a pressing issue. Said issue and voting statistics will be recorded as meeting minutes by the secretary.
2. The coordinators of the Mission Outreach Project and the Special Project shall present their ministries for the upcoming year at the October meeting for approval by the membership at large. The president shall conduct the voting procedure.
3. The Chairman of the Nominating Committee shall put forward a slate of officers for the upcoming year to be approved by the membership at large. The president shall conduct the voting procedure.
4. The Love Gift Coordinator shall provide information on the giving to date and present the goal for the upcoming year to be approved by the membership at large. The president shall conduct the voting procedure.

### **B. NATIONAL**

1. The President and 1<sup>st</sup> Vice President may attend National American Baptist Women's Ministries Conference and/or Board Meeting. Registration fees, room and board, and transportation will be paid for from allocated funds.

## **ARTICLE III – OFFICERS**

### **SECTION 1 – LISTING OF OFFICERS**

The state officers of American Baptist Women's Ministries of West Virginia shall be:

1. President
2. First Vice-President

3. Second Vice-President
4. Secretary
5. Treasurer
6. Treasurer Elect
7. Coordinator of Personal Development Ministries
8. Coordinator of Personal Development Ministries Elect
9. Coordinator of Church and Community Ministries
10. Coordinator of Church and Community Ministries Elect
11. Coordinator of Conference Elect
12. Coordinator of Love Gift
13. Coordinator of Spiritual Growth Retreat
14. Coordinator of Spiritual Growth Retreat Elect

All “elect” officers shall use their one-year term as a training period working in conjunction with the current officers.

### **SECTION 2 – ELECTION**

The state officers shall be elected at the Women’s Annual Meeting upon nomination by the Nominating Committee or by nomination from the floor.

The following officers will be elected in **ODD** years:

1. President
2. First Vice-President
3. Second Vice-President
4. Coordinator of Personal Development
5. Coordinator of Love Gift
6. Coordinator of Spiritual Growth Retreat Elect
7. Treasurer Elect (as needed - when treasurer is completing her third year as treasurer)
8. Coordinator of Church and Community Elect
9. Coordinator of Mission and Service Elect
10. Coordinator of Conference

The following officers will be elected in **EVEN** years:

1. President
2. First Vice-President
3. Second Vice-President
4. Secretary
5. Treasurer Elect (as needed - when treasurer is completing her third year as treasurer)
6. Coordinator of Church and Community
7. Coordinator of Mission and Service
8. Coordinator of Conference Elect

9. Coordinator of Personal Development Elect
10. Coordinator of Spiritual Growth Retreat

### **SECTION 3 – VACANCIES**

Vacancies which occur between elections shall be filled by the Executive Committee upon recommendation of the Nominating Committee. These appointments are subject to ratification by the Executive Board at its next meeting.

### **SECTION 4 – TERMS OF OFFICE**

The terms of office shall be as follows:

President – One Year (automatic rotation)

1<sup>st</sup> Vice-President – One Year (automatic rotation)

2<sup>nd</sup> Vice-President – One Year (automatic rotation)

Secretary – Two Years (no elect year)

Treasurer – Four Years (includes one year as elect)

Personal Development Coordinator – Three Years (includes one year as elect)

Church and Community Coordinator – Three Years (includes one year as elect)

Mission and Service Coordinator – Three Years (includes one year as elect)

Conference Coordinator – Three Years (includes one year as elect)

Spiritual Growth Retreat Coordinator – Three Years (includes one year as elect)

Love Gift Coordinator – Two Years (no elect year)

If the Nominating Committee cannot provide a new officer candidate upon expiration of a term, the incumbent may be elected for one or more consecutive terms if willing to serve.

### **SECTION 5 – REMOVAL FROM OFFICE**

In the event an elected or appointed member of the Executive Board fails to fulfill her assigned duties, and/or fails to respond to written or verbal communications, and/or fails to tender a resignation, and those actions create a hardship upon the organization and its functions, a meeting of the Executive Committee shall be called and a simple majority vote shall determine the removal of the office holder. The individual shall be notified of her removal from the Executive Board in writing by the President.

## **ARTICLE IV – DUTIES OF OFFICERS**

Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances. ABWM Constitution, Article VI – Standing Rules – When the term “ex-officio” is used the person designated shall have the right to vote.

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**SECTION 1 – PRESIDENT (One Year Term)** – shall:

Page 5

1. Preside at all business meetings of the Executive Board;
2. Get attendance count for Executive Board meetings (one day or two is presidential preference) prior to the meeting. Make room reservations at Parchment Valley Conference Center (or chosen location) and provide lunch count to Parchment Valley staff at least a week in advance of the meetings.
3. At the November board meeting, set dates for the upcoming year March and November meetings and submit that information to the WVBC State Office for their calendar as well as make reservations with the Parchment Valley Conference Center.
4. Be the recognized representative on the Executive Committee and Executive Board of the WV Baptist Convention and other denominational and interdenominational organizations;
5. Coordinate, promote and encourage use of appropriate programs and materials developed by the National American Baptist Women's Ministries.
6. Be ex-officio member of all committees.
7. Submit an annual report as requested by the West Virginia Baptist Convention;
8. Be the recognized representative at the National Conference and the National Board meetings;
9. Shall attend meetings as required by virtue of her office, i.e. Executive Committee of the West Virginia Baptist Convention and the Executive Board of the West Virginia Baptist Convention;
10. Appoint all committees and working groups;
11. Appoint annually, in consultation with and approval of the Executive Committee, the Coordinator of Registration, Coordinator of Scholarship/Loan, Associate Coordinator of Scholarship/Loan, Coordinator of Project Good Samaritan, Communication Coordinator;
12. Upon invitation, speak at local churches or association functions;
13. Invite to any meetings(s) any Association President(s) and others who may contribute their expertise to the ministry;
14. Contact quarterly the churches assigned to President (1/3 of the Association Churches) to develop relationships and encouragement with church contact and to provide event information, opportunities for projects and general information. Any changes in contact information will be reported to the Secretary;
15. Send regular communication to local association presidents, providing assistance as needed.
16. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances.



17. Get Attendance count for Executive Board meetings (one day or two is presidential preference) prior to the meeting. Make room reservations at Parchment Valley Conference Center (or chosen location) and provide lunch count to Parchment Valley staff at least a week in advance of the meetings.
18. At the November board meeting, set dates for the upcoming year March and November meetings and submit that information to the

**SECTION 2 – FIRST VICE-PRESIDENT (One Year Term)** – shall:

1. Work closely with the President and make herself available for any special assignments the President and/or Executive Committee deem necessary;
2. Shall immediately fill in as president if the president leaves office or becomes incapacitated;
3. Serve a three-year term commencing with the office of 2<sup>nd</sup> Vice President then rotating to 1<sup>st</sup> Vice President and then to President in the third year of her term;
4. Be responsible for coordinating the yearly audit and for selecting the members of the Audit Committee, which shall include two individuals not affiliated with the American Baptist Women's Ministries Board of Directors. (See Article VI-Committees, Section 2 Audit Committee.
5. Shall serve as Coordinator of the WV Hope Ministry;
6. Upon invitation, speak at local churches or association functions;
7. Attend all meetings to include Conference, Spiritual Growth Retreat, and Women's Day;
8. Attend all board meetings per year and participate in all Executive Board and Executive Committee meetings;
9. Be ex-officio member of all committees.
10. Be responsible for contacting on a quarterly basis 1/3 of the assigned Association Churches to develop relationships and provide encouragement and to provide event information, opportunities for projects and general information. Any changes in contact information will be reported to the Secretary.
11. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances

**SECTION 3 – SECOND VICE-PRESIDENT (One-Year Term)** – shall:

1. With the committee members of her choice, be the Coordinator of the Annual Women's Meeting (Women's Day) held in conjunction with the WVBC Annual Meeting;
2. Work closely with the WVBC Liaison in program planning;
3. Select a missionary speaker in cooperation with the WVBC Liaison;

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4. Plan a program to include a business meeting for the membership at large; a missionary speaker, if available; a guest speaker; special music; election and installation of officers; and other events as time permits.
  5. Solicit packet information from executive board members and incoming officers;
  6. Familiarize yourself with lunch arrangements through the WVBC Liaison;
  7. Be ex-officio member of all committees.
  8. Be responsible for contacting on a quarterly basis 1/3 of the assigned Association Churches to develop relationships and provide encouragement **and** to provide event information, opportunities for projects and general information. Any changes in contact information will be reported to the Secretary;
  9. Upon invitation, speak at local churches or association functions;
  10. Shall have other duties as determined by the President and/or the Executive Committee appropriate to the office;
  11. Serve a one-year term as Second Vice-President with automatic move to First Vice-President for a one-year term and then to the office of President for a one-year term – total term of three years.
  12. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances.
  13. Attendance is required at Conference, Spiritual Growth Retreat and Women's Annual Meeting.

**SECTION 4 – SECRETARY (Two-Year Term)** – shall:

1. Record the business minutes of all meetings of this organization;
2. Conduct the correspondence as directed;
3. Keep a roll of the board members and their attendance at all meetings;
4. Send a complete list of officers, with addresses, immediately after the Annual Meeting, to the following:
  - a. Executive Minister of the West Virginia Baptist Convention;
  - b. Executive Board of American Baptist Women's Ministries of West Virginia;
  - c. WV American Baptist Women's Ministries Association Presidents;
  - d. The office of the American Baptist Women's Ministries in Valley Forge, Pennsylvania;
5. Send copies of the minutes of Board Meetings to all Executive Board members and the Association Presidents;
6. Update association board changes and keep a current list of officers;
7. Provide a copy of the approved minutes of each executive board meeting to the Communication Coordinator for placement on our website;
8. Upon invitation, speak at local churches or association functions;

9. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances
10. Prepare for historical preservation, a report to summarize the accomplishments and emphasis for the year. This report is to be placed on file with the West Virginia Baptist Historical Society. It should include the following:
  - a. Amount given to Love Gift;
  - b. Amount given to the Scholarship Loan Program, the number of recipients and their names;
  - c. the amount given to Special Project and for what it was designated
  - d. Amount given for White Cross and WV Hope Ministries;
  - e. Amount given to Mission Outreach Project (MOP), the recipient of the funds and any other pertinent information;
  - f. Report of the Women's Conference including the program and vital statistics;
  - g. Report of the Spiritual Growth Retreat including the program and vital statistics;
  - h. Report of the Women's Annual Meeting Day including the program and vital statistics;
  - i. Current year's issues of Seasons.

**SECTION 5 – TREASURER (Four-Year Term)** – shall:

1. Have general oversight of the finances of the organization under the direction of the Executive Board;
2. Be responsible for the receipt, deposit, disbursement and investments of all funds;
3. Present a written report of these receipts and disbursements at each meeting of the Executive Board;
4. Serve as a financial advisor on all committees dealing with funds;
5. Serve as chairman of the Finance Committee;
6. Maintain records of investments;
7. Prepare records for annual audit and distribute annual report;
8. The Treasurer's calendar year is completed with the annual closing of the books;
9. Serve as mentor to the Treasurer Elect during her last year in office;
10. In the event a treasurer cannot be found since it is a very specialized position, a treasurer can serve two consecutive terms of office;
11. Retain all financial records for seven years prior to the current year according to WVBC policy;
12. Prepare quarterly financial report for President and other board members as needed. January, February, March due by April 15; April, May June due by July 15; July, August, September due by October 15; October, November, December due by January 15;
13. The treasurer shall be required to attend Conference, Spiritual Growth Retreat and Women's Annual Meeting as money is collected at each event.

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14. Upon invitation, speak at local churches or association functions;
  15. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances

**SECTION 6 – TREASURER-ELECT (Four-Year Term) – shall:**

1. Will be mentored for her first year by the Treasurer;
2. Shall serve as mentor for the treasurer elect in fourth year of her term.
3. Upon invitation, speak at local churches or association functions;
4. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances

## **ARTICLE V – COORDINATORS OF AREAS OF MINISTRIES**

**SECTION 1 – CHURCH AND COMMUNITY COORDINATOR (Three-Year Term) – shall:**

1. Choose, with the help of her committee and in cooperation with the Mission Support Department of the West Virginia Baptist Convention and the WVBC Liaison, the annual Special Project;
2. Chair the Special Project Committee;
3. Select members of her committee preferably from outside of the board of directors and from the membership at large;
4. Identify and develop resources related to this area of ministry, which is also designed to provide opportunities for women to serve their communities; studying issues of concern and involving themselves in meeting the physical and spiritual needs of others in their homes and their communities;
5. Areas of focus include but are not limited to worship, evangelism, family, partnership, local issues, support of women in professional ministry, mission study theme (general), community service, ABC-USA identity, ecumenical involvement, cross cultural relationships, friendship and fun, support and encouragement, new American Baptist Women's Ministries Groups;
6. This area of ministry is designed to provide opportunities for women to build God's faith community by developing relationships with one another; with girls and women of all ages; with their own families; with our American Baptist family; with our brothers and sisters of other denominations; and with women and men in professional church leadership;
7. Prepare articles for Seasons Magazine as requested;
8. Upon invitation, speak at local churches or association functions;
9. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances.

**SECTION 2 – CONFERENCE COORDINATOR (Three-Year Term)** – shall:

1. Serve as chairman of the Conference Committee;
2. Shall select members of her committee preferably from outside of the board of directors and from the membership at large;
3. Together with a committee, plan, promote and publicize state conference;
4. Confirm available meeting date reservation with site coordinator;
5. Notify state office of meeting place and date(s);
6. During the year as Coordinator of Conference-elect, observe and assist with planning and share specific duties by working with the Coordinator of Conference and the Conference Committee.
7. Upon invitation, speak at local churches or association functions;
8. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances.
9. Immediately following current year's event, schedule event for the following year with Parchment Valley Conference Center (or selected local) utilizing same month and same weekend dates.

**SECTION 3 – LOVE GIFT COORDINATOR (Two-Year Term)** – shall:

1. Present the challenge and promote plans for raising Love Gift;
2. Recommend an annual state Love Gift goal for Board approval;
3. Give guidance to associations.
4. Upon invitation, speak at local churches or association functions;
5. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances

**SECTION 4 - MISSION AND SERVICE MINISTRIES COORDINATOR (Three-year Term)**

– shall:

1. Choose, with the help of her committee and in cooperation with the Mission Support Department of the West Virginia Baptist Convention **and the WVBC Liaison, the annual Mission Outreach Project (MOP)**;
2. Serve as chairman for the Mission Outreach Project (MOP) Committee;
3. Shall select members of her committee preferably from outside of the board of directors and from the membership at large;
4. Identify and develop resources related to this area of ministry which is designed to provide opportunities for women to serve God's world; participate in American Baptist mission outreach; study courses of concern and involve themselves in meeting the physical and Spiritual needs of others in our nation and God's world. Areas of focus

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include, but are not limited to, national and global issues; special interest missionaries; mission study theme; mission education and tours;

5. Prepare articles for Seasons Magazine as requested;
6. Upon invitation, speak at local churches or association functions;
7. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances

**SECTION 5 – PERSONAL DEVELOPMENT COORDINATOR (Three-Year Term)** – shall:

1. Serve as chairman for the Personal Development Committee;
2. Select members of her committee preferably from outside of the board of directors and from the membership at large;
3. Identify and develop resources related to this area of ministry, which is designed to provide opportunities for each woman to become and develop as God's person through deepening her faith, developing her gifts and becoming a more effective Christian disciple and steward;
4. Areas of focus include but are not limited to personal Bible study, prayer, discovery of gifts, discipleship, reading, Bible Books of the month, stewardship (time, talents, money), developing leadership skills, faith development;
5. Prepare articles for Seasons Magazine as requested;
6. Upon invitation, speak at local churches or association functions;
7. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances

**SECTION 6 – SPIRITUAL GROWTH RETREAT COORDINATOR (Three-Year Term)** – shall:

1. Chair the Spiritual Growth Retreat Committee;
2. Select members of her committee preferably from outside of the board of directors and from the membership at large;
3. Plan, promote and execute the retreat in cooperation with the Spiritual Growth Retreat Committee;
4. Confirm available meeting date reservation with site coordinator;
5. Notify state office of meeting place and date(s);
6. During the year as Spiritual Growth Retreat elect, observe and share specific duties by working with the Coordinator of Spiritual Growth Retreat and the Spiritual Growth Retreat Committee.
7. Upon invitation, speak at local churches or association functions;
8. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances

**SECTION 7 – WV HOPE COORDINATOR One-Year Term)** – shall:

1. The 1<sup>st</sup> Vice President shall serve as the WV Hope Coordinator during her one-year term of office as 1<sup>st</sup> Vice-President;
2. Form a selection committee consisting of different association members as well as the president and 1<sup>st</sup> vice president as ex-officio members;
3. Serve as chairman of that committee;
4. Solicit statewide nominations of eligible ministry recipients;
5. Meet with committee and select ministry recipients for the upcoming year;
6. Prepare information for each selected ministry to be distributed to associations at the Annual Women’s Meeting in October.

**ARTICLE VI - COMMITTEES**

The President shall appoint committees requiring members of the Executive Board. Others may utilize members at large based upon the preference of the Coordinator. Those members will serve as volunteers and are not entitled to compensation except as set forth in the Policies of this organization. One-third of the members of each committee shall constitute a quorum. As set forth in our Constitution, Article VI – Standing Rules - When the term “ex-officio” is used, the person designated shall have the right to vote.

**SECTION 1 – ADVISORY COMMITTEE**

This committee shall consist of not more than three members to be chosen from the membership of the Board and appointed by the President. They shall assist the President in making decisions between meetings of the Board. The Advisory Committee shall offer advice to the President. Matters needing action shall be referred to the Executive Committee.

**SECTION 2 – AUDIT COMMITTEE**

This committee is to consist of at least two people not affiliated with the Executive Board. The members shall be chosen by the 1<sup>st</sup> Vice-President. They shall examine and authenticate financial records. The purpose of an internal audit is to review the financial operations and report to the membership that proper accounting procedures are being followed and that the published reports are an accurate reflection of the finances and financial transactions of the organization for the period being reviewed. This should be done annually at the close of the year and reported soon after the audit is completed. The Audit Committee:

1. Should review the monthly bank statements and the reconciliation worksheets for each to see that the statements and accounts reconcile;
2. Should review a number of transactions (purchases, check requests, etc.) to verify receipts for those expenses according to the policies for such;

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3. Should review the budget and charges to the specific budget accounts for accuracy and compliance;
  4. Should review the investment statements, if there are investments, and compare them with the financial reports for accuracy;
  5. Should verify the paper trail of sample donor activity to assure the procedures of the organization are being followed and gifts are properly recorded and deposited;
  6. Should prepare a written report and present it to the organization with its findings. It may be a simple statement that they found the accounts and reports in order with no material variances in policy and procedures. Or, if they find issues that should be addressed, they should recommend changes to help the accounting procedures to be accurate and transparent.

### **SECTION 3 – CHURCH AND COMMUNITY/SPECIAL PROJECT COMMITTEE**

This committee shall be chaired by the Coordinator of Church and Community to consist of not less than four members. Members of the committee are selected by the Coordinator preferably from outside of the board of directors and from the membership at large. Its purpose is to develop ideas and distribute material related to this area of ministry, along with other duties as assigned. The committee shall work in conjunction with the West Virginia Baptist Convention liaison to make recommendations of the Special Project to the Executive Board, preferably at the October meeting. All monies received in any given year shall be used for a project within West Virginia. The committee shall establish quotas for associations and promote the Special Project throughout the year.

### **SECTION 4 – CONFERENCE COMMITTEE**

This committee shall be chaired by the Coordinator of Conference and is to consist of not less than four members. Members of the committee are selected by the Coordinator preferably from outside of the board of directors and from the membership at large. This committee shall plan, promote and publicize the State Conference.

### **SECTION 5 – CONSTITUTION COMMITTEE**

This committee shall consist of not less than four board members appointed by the president and shall annually review the constitution, bylaws and policies and make recommendations to alter or upgrade, if needed, to the Executive Board at the spring meeting. Said revisions to the constitution and/or bylaws shall be ratified by the membership at large at the Women's Annual Meeting Day after approval by the Executive Board. Policies are governed exclusively by the Executive Board.



### **SECTION 6 – FINANCE COMMITTEE**

This committee shall be chaired by the Treasurer and is to consist of not less than three board members appointed by the president. This committee shall prepare the budget and act in an advisory capacity to the entire Board.

### **SECTION 7 – MISSION AND SERVICE/MISSION OUTREACH PROJECT COMMITTEE**

This committee shall be chaired by the Coordinator of Mission and Service to consist of not less than four members. Members of the committee are selected by the Coordinator preferably from outside of the board of directors and from the membership at large. Its purpose is to develop and distribute material related to this area of ministry, along with other duties as assigned. The committee shall work in conjunction with the West Virginia Baptist Convention Liaison to make recommendations of the Mission Outreach Project to the Executive Board, preferably at the October meeting. All monies received in any given year shall be used for this project.

### **SECTION 8 – NOMINATING COMMITTEE**

This Committee is to consist of not less than three or more than five board members appointed by the president. Its purpose is to present a slate of nominees for elected officers and coordinators for the upcoming year. This committee shall recommend to the Executive Board nominees to fill any vacancy that may occur between elections of the organization.

### **SECTION 9 – PERSONAL DEVELOPMENT COMMITTEE**

This committee is chaired by the Personal Development Coordinator and is to consist of not less than three members. Members of the committee are selected by the Coordinator preferably from outside of the board of directors and from the membership at large. This committee is responsible for identifying, developing and distributing resources related to this area of ministry, along with other duties as assigned.

### **SECTION 10 – SCHOLARSHIP/LOAN COMMITTEE**

This committee is chaired by the Scholarship/Loan Coordinator and is to consist of not less than five board members appointed by the President to serve with the Coordinator of Scholarship/Loan. This committee shall act on all applications for scholarships.

### **SECTION 11 – SPIRITUAL GROWTH RETREAT COMMITTEE**

This committee is chaired by the Spiritual Growth Retreat Coordinator and is to consist of not less than four members. Members of the committee are selected by the Coordinator preferably from outside of the board of directors and from the membership at large. This committee shall plan, promote and publicize the Spiritual Growth Retreat.

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### **SECTION 12 – WOMEN’S ANNUAL MEETING COMMITTEE**

This committee is chaired by the 2<sup>nd</sup> Vice President and is to consist of not less than three members. Members of the committee are selected by the 2<sup>nd</sup> Vice-President preferably from outside of the board of directors and from the membership at large. This committee shall plan, promote and publicize the Annual Meeting in October.

### **SECTION 13 – PROJECT GOOD SAMARITAN COMMITTEE**

This committee is chaired by a Presidential appointee and is to consist of not less than three board members consisting of the Coordinator, the Treasurer and one board member to be appointed by the President and/or the Good Samaritan Coordinator. This committee shall act on all financial disbursements for this ministry.

### **SECTION 14 – OTHER COMMITTEES**

The President, with the approval of the executive board, may appoint other committees, either temporary or permanent, should the need arise.

## **ARTICLE VII – PRESIDENTIAL APPOINTMENTS**

All appointees shall serve at the will and pleasure of the President and shall be appointed annually and shall have full voting rights and privileges.

### **SECTION 1 – PROJECT GOOD SAMARITAN COORDINATOR (One-Year Term)** - shall:

1. Coordinate and supervise the Project Good Samaritan;
2. Work with the President to appoint a committee;
3. Authorize disbursement of funds by the treasurer to an approved agency to provide a helping hand to destitute family members of hospital patients;
4. Maintain contact with Social Services Personnel in hospitals throughout West Virginia;
5. Maintain contact with pastors and pastoral organizations;
6. Seek new venues throughout the state.
7. Upon invitation, speak at local churches or association functions;
8. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances

**SECTION 2 – REGISTRATION COORDINATOR (One-Year Term)** – shall:

1. Be responsible for registration at events of the ABWM of WV;
2. Provide attendance numbers for each event and provide them to the board at subsequent meetings;
3. Prepare event registration forms for publication in Seasons and for online access.
4. Upon invitation, speak at local churches or association functions;
5. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances

**SECTION 3 – COMMUNICATION COORDINATOR (One-Year Term)** – shall

1. Coordinate the publication of Seasons;
2. Give suggestions to officers for material to be included on their page;
3. Supply officers with writing guidelines;
4. Make assignments for officers to write for each issue;
5. Maintain a social media presence through Facebook and any other social media selected by the board.
6. Monitor the webpage to keep it current in coordination with the WVBC contact person.
7. Upon invitation, speak at local churches or association functions;
8. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances

**SECTION 4 – SCHOLARSHIP/LOAN COORDINATOR (One-Year Term)** – shall:

1. Serve as chairman of the Scholarship/Loan Committee, which will act on all applications;
2. Promote the Scholarship/Loan Program among the women of the state;
3. Direct the Treasurer in the payment of approved scholarship loans;
4. Maintain contact with scholarship recipients, including providing them with repayment schedules for loans;
5. Give guidance to associations and coordinate assignments to each association;
6. Upon invitation, speak at local churches or association functions;
7. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances

**SECTION 5 – SCHOLARSHIP/LOAN ASSOCIATE COORDINATOR (One-Year Term)** – shall

1. Work closely with the Scholarship/Loan Coordinator to monitor and advance the program;
2. Be a member of the Scholarship/Loan Committee;
3. Carry out other duties as assigned by the Scholarship/Loan Coordinator or the State Executive Board.

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4. Upon invitation, speak at local churches or association functions;
  5. Attendance at all executive board meetings is required for all board members and presidential appointees barring extreme circumstances

### **SECTION 6 – PRESIDENTIAL APPOINTMENTS - REGISTRAR**

1. Attendance (or substitute approved by both Registrar and President) is mandatory at all in-person meetings and ABWM functions.
2. Is responsible for the creation of Conference and Spiritual Growth Retreat registration forms in coordination with event coordinators;
3. Shall submit registration forms to State Office or Seasons Editor for publication in Seasons and for webpage placement;
4. Is responsible for record keeping of attendance at Conference and Spiritual Growth Retreat and reporting of such at Executive Board meetings;

## **ARTICLE VIII – LIAISONS**

### **WEST VIRGINIA BAPTIST CONVENTION (WVBC) LIAISON** – shall:

1. Be appointed by the Executive Minister of the West Virginia Baptist Convention;
2. Keep lines of communications open between the American Baptist Women's Ministries of WV Executive Board and the WVBC regarding items of mutual interest. Attend all activities and be available for advice and counsel;
3. Serve as an ex-officio member of Executive Committee and the Executive Board.

## **ARTICLE IX – Publications**

### **Section 1 - SEASONS**

1. The Communication Coordinator shall serve as the Editor of the Seasons Magazine.
2. There will be three publications per year (winter, spring, fall);
3. Standard number of pages is sixteen, but it can be reduced if necessitated;
4. Executive Board Members receive a complimentary copy at their home addressed;
5. Association Presidents or Leaders receive a complimentary copy at their home addresses;
6. Local Presidents receive a complimentary copy delivered to their church address;
7. Subscription cost per year is determined by the executive Board;
8. All subscriptions expire on December 31<sup>st</sup> of their designated year;

9. Once the publication has been created and formatted by the editor, it will be sent to the WVBC State Office via email or hand delivery for printing and mailing.

## **Sections 2 – Information Packets**

1. Conference – The coordinator shall solicit information for the packet distributions (to be determined by the Coordinator) in advance of the event working with the WVBC Liaison for printing time allocations.
2. Spiritual Growth Retreat – The coordinator shall solicit information for the packet distributions (to be determined by the Coordinator) in advance of the event working with the WVBC Liaison for printing time allocations.
3. Women’s Annual Meeting – The Coordinator shall solicit information for packet distributions (to be determined by the Coordinator) in advance of the event working with the WVBC Liaison for printing time allocations.

## **Section 3 – WVBC PUBLICATIONS ARTICLES**

1. The selection of articles, their subject matter, authors, and entry deadlines will be coordinated by the WVBC Liaison.

## **Article X – Listing of Events**

### **SECTION 1 – WOMEN’S ANNUAL MEETING**

The Annual Meeting (Women’s Day) of this organization shall be held at the time and place of the Annual Meeting of the West Virginia Baptist Convention.

### **SECTION 2 – WOMEN’S CONFERENCE**

### **SECTION 3 – SPIRITUAL GROWTH RETREAT**