

CHURCH WOMEN UNITED, INC.

STANDING RULES



www.churchwomenunited.net

AGREED TO DIFFER – RESOLVED TO LOVE – UNITED TO SERVE

STANDING RULES

- 1. Officers and members of the Board of Directors and certain Common Council members shall be elected on a rotating basis as defined in the following cycles.** The one exception is the election of the representatives from the participating denominational women's organizations, Christian faith groups, and ecumenical partners to the Board of Directors. Because of the transitory nature of their positions as elected leaders and staff members, the two representatives shall be elected by the Board of Directors to two-year terms with the possibility of a second consecutive two-year term outside the election cycles. (See Article VI. Board of Directors, Section 2. Elections.)

Cycle 1 President (no election, the President-Elect automatically assumes the office of President), Action and Global Concerns Chair, Nominating Committee Chair, Northeast and Central Regional Coordinators, and Northwest and Southeast Regions Nominating Committee members.

Cycle 2 Treasurer (elected during the spring election period but does not officially take office until the beginning of CWU's fiscal year, January 1st), Southeast and Southwest Regional Coordinators, Northeast and Central Regions Nominating Committee members, and one Young Church Women United representative (ages 21-30, when elected).

Cycle 3 Secretary, Celebrations Chair, Communications Chair, East Central and South Central Regional Coordinators, and East Central and Mid Atlantic Nominating Committee members.

Cycle 4 Vice President, President Elect (elected for one-year term before automatically becoming President), Mid Atlantic and Northwest Regional Coordinators, and Southwest and South Central Nominating Committee member, and one Young Church Woman United representative (ages 31-40, when elected).

- 2. In the year of the Quadrennial Common Council Session, the ballot for electing members to the Board of Directors and to the Nominating Committee shall be sent to Common Council members at least 60 days prior to the Common Council Session. In other years, the ballot shall be sent to Common Council members by May 5th.**

- 3. There shall be the following eight (8) Regions:**

a. Northeast Region: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, and Vermont.

b. Mid-Atlantic Region: Delaware, Maryland, Pennsylvania, Virginia, West Virginia, and Washington DC.

c. Southeast Region: Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, and Puerto Rico.

- d. South Central Region: Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas.
 - e. East Central Region: Illinois, Indiana, Kentucky, Michigan, and Ohio.
 - f. Central Region: Iowa, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin.
 - g. Northwest Region: Alaska, South Idaho, Montana, Oregon, and Washington/North Idaho.
 - h. Southwest Region: Arizona, California, Colorado, Hawaii, Nevada, New Mexico, Utah, and Wyoming.
- 4. Guidelines for any specially appointed Committees and Task Groups shall be established, with clear task assignments, a timeline, and a budget.**
- 5. Planning and Budgeting for the Common Council Quadrennial Session:**
- a. A visioning, goal setting, and planning process for the next Quadrennial Session of the Common Council shall begin by the mid- point of the present Quadrennial.
 - b. The supporting budget process shall be initiated at the same time.
 - c. The plan and budget to be recommended to the Common Council shall be approved at least six months prior to the scheduled Quadrennial Session.
- 6. Planning and Budgeting for a National Ecumenical Assembly:**
- a. An Ecumenical Assembly planning committee, not to exceed six (6) members, and the committee chair, shall be appointed by the President and approved by the Board of Directors. This committee shall be representative of the diversity of CWU.
 - b. The Ecumenical Assembly planning committee chair may attend Board meetings with voice but no vote.
 - c. A member of the Finance Committee shall be on this committee.
 - d. The committee shall begin its work no earlier than two (2) years prior to the event.
 - e. Consultants or resource persons may be employed or enlisted for assistance.
 - f. A reserve fund for the event may be included in the National Unit annual budget, the amount being set by the Board of Directors with rationale from the Finance Committee.
- 7. All Fundraising and Financial Development projects shall be done in conjunction with the National Finance Committee and with the approval of the Board of Directors.**

8. **The *CWU Basic Book* shall provide information about CWU and its operational procedures.** It shall be the responsibility of the National Secretary to oversee and work with the National Office in the preparation, updating and distribution of the *CWU Basic Book*. She shall see that periodic notification is made of the availability of the *CWU Basic Book*, online and in printed copy from the CWU National Office, or from a previous member of the Common Council, so that each voting member, newly elected or ongoing, may access a current copy of the *CWU Basic Book*.
9. **CWU Logo:**
 - a. The logo of CWU is copyrighted by Church Women United, Inc. and shall be used for official CWU purposes only.
 - b. It shall not be used on any items for local or state fundraising unless approved by the Board of Directors.
 - c. Any changes to the logo for use by a local or state unit must be approved by the Board of Directors.
10. **A Quadrennial schedule may include: (Various types of meetings: in-person, electronic, phone)**
 - a. Beginning of the first year – July 1, usually following The Quadrennial Session of Common Council and The National Ecumenical Assembly, a new President takes office as the Quadrennial begins.
 - b. During the 2nd and/or 3rd year (mid-point of the Quadrennial) – Regional Events
 - c. Anytime during the Quadrennial - State Presidents' Meetings or Retreats, at the discretion of Regions
 - d. The end of the 4th Year – The Quadrennial Session of Common Council and National Ecumenical Assembly
11. **The official representative to the International Committee of the Fellowship of the Least Coin (FLC) shall be the current National President during her term of office.** Funds from the ICFLC annual grant to CWU shall be used to cover the expenses of her attendance at the annual planning meeting of the organization. Subject to the guidelines of the International Committee of the FLC and with Board approval, others may accompany the President at their own expense. The Board of Directors shall receive a report of the meeting upon the President's return.
12. **An alternate shall be selected by the Board of Directors to attend the annual meeting of the FLC Committee in the event of the inability of the President to attend.**
13. **An Executive Session of the Board of Directors may be called when considering issues of personnel, property, or other items of a sensitive nature.**

14. The travel reimbursement for CWU Board of Directors and other persons approved by the BOD to be eligible for travel reimbursement, shall follow the current Board approved Policy for Authorized Travel. (*CWU Basic Book*).
15. All resource material for the Annual Information Mailing (AIM) packet should be submitted, camera ready, by the Board members to the Communications Committee Chair and/or the National Office by a mutually agreed upon process and date.
16. These Standing Rules may be amended by a majority vote of the Board of Directors with previous notice of the amendment, or by a 2/3 vote without previous notice, at any regularly scheduled meeting of the Board of Directors.
17. At the end of each CWU fiscal year, the sitting National CWU Secretary will provide minutes from the Board of Directors and Common Council meetings for that year on a thumb drive to the sitting National CWU President.

Amended April 6, 2006

Amended June 22, 2008

Amended November 30, 2011

Amended November 2015

Updated September 2016

Amended January 2021

Amended February 20, 2023