

BYLAWS OF AMERICAN BAPTIST WOMEN'S MINISTRIES OF OHIO

ARTICLE I - Name and Relationship

The name of this organization shall be American Baptist Women's Ministries of Ohio. It shall be related to and be an integral part of the National Organization for American Baptist Women's Ministries, American Baptist Churches of Ohio, and American Baptist Churches USA.

ARTICLE II - Mission Statement

In commitment to Jesus Christ as Lord and Savior and to the mission of the Church, and through the enabling of the Holy Spirit, American Baptist Women's Ministries provides opportunities for each woman and girl to

become and develop as God's person
build God's faith community, and
serve God's world

ARTICLE III - Invitation to Participate

All women are invited to participate in American Baptist Women's Ministries. Each woman is encouraged to participate according to her own needs, interests and gifts as led by the Holy Spirit.

ARTICLE IV - Officers

Section 1: ELECTED OFFICERS

The elected Officers of American Baptist Women's Ministries of Ohio shall be: President, Secretary, Treasurer, Coordinator of Personal Development Ministries, Coordinator of Church and Community Ministries, Coordinator of Mission and Service Ministries, Coordinator of Conference, Co-Coordinator of Conference, Conference Coordinator-in-Training, Coordinator of AB GIRLS, Coordinator of Publicity/TELLHERGRAM, and Coordinator of Spiritual Growth Retreat.

Each elected Officer must be an active member of an American Baptist Churches of Ohio church.

Section 2: ELECTION

The Officers of American Baptist Women's Ministries of Ohio shall be elected at the annual June Conference of American Baptist Women's Ministries of Ohio upon nomination by the Nominating Committee.

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In one year the Officers to be elected shall be the President, Coordinator of Mission and Service Ministries, Coordinator of Publicity/TELLHERGRAM, and Conference Coordinator-in-Training. It is understood that the following year the Conference Coordinator-in-Training will advance to Co-Coordinator, and the third year to the Coordinator's position, making a three year term.

The next year the Officers to be elected shall be the Treasurer, Coordinator of Personal Development Ministries, Coordinator of Spiritual Growth Retreat, Coordinator of AB GIRLS and Conference Coordinator-in-Training.

The following year the Officers to be elected shall be the Secretary, Coordinator of Church and Community, and Conference Coordinator-in-Training.

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 Board of Managers at its next meeting.

If the President is unable to fulfill her duties for a brief period of time, the ministry coordinator (Coordinator of Church and Community Ministries, Coordinator of Personal Development Ministries, or Coordinator of Mission and Service Ministries) who has the longest tenure in office shall assume the duties of President on a temporary basis. The immediate past president may also be asked to fulfill this duty at the President's discretion.

Section 4: TERM OF OFFICE

The term of office shall be three years and shall begin and terminate at the close of the American Baptist Women's Ministries of Ohio Annual Conference. Officers cannot be elected to any other office, or re-elected to their current office, until at least one year has elapsed. Exceptions may be permitted with the approval of the Executive Committee.

A woman who fills a vacancy of one year or less of an unexpired term shall be eligible for a full term of office in the same or some other position. If a person takes over an office in the middle of a term, they will be eligible for an additional 3 year term.

ARTICLE V - Duties of Officers

Section 1: ADMINISTRATIVE OFFICES

A. The President shall

- plan and preside at meetings of the Executive Committee, Board of Managers and all business

sessions.

- be the recognized representative of American Baptist Women's Ministries of Ohio to the National Board of American Baptist Women's Ministries.

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- be the recognized representative or appoint one to denominational and interdenominational organizations.
- coordinate the emphasis, plans and policies of the organization with the Executive Committee and the Board of Managers.
- appoint chairwomen at the beginning of her term and as needed.
- be an ex-officio member of all Committees-except Nominating.
- give guidance to her counterparts.
- appoint committee members as needs arise.

B. The Secretary shall

- record and circulate the minutes of the Executive Committee, and the Board of Managers meetings, Conference Committee meetings and the Annual Business Session.
- handle correspondence as directed.
- compile annual directory for members of the Board of Managers.
- serve as Bylaws Committee Chairwoman.
- give guidance to her counterparts.
- serve as chairwoman of the Bylaws Committee. In the event amendments/updating is needed to the Bylaws, the Secretary will activate the committee. Three to five members representing at least three (3) associations shall be appointed by the President to serve with the Secretary.

C. The Treasurer shall

- maintain the financial year from September 1 - August 31.
- promote and interpret the existing funds of the organization.
- transact with an insured financial institution all American Baptist Women's Ministries investment monies.
- plan ways to provide financial support for the organization.
- give financial reports at each business session.
- monitor monthly finance reports.
- serve as Finance Committee Chairwoman.
- present Budget for adoption at the annual Conference Business Session.
- be responsible for the receipt, banking and disbursement of all monies in a timely manner.
- be responsible that the charge for collecting non-sufficient check fees from the check writer.
- give guidance to her counterparts.

Section 2: COORDINATORS OF AREAS OF MINISTRIES

A. The Coordinator of Personal Development Ministries shall

- identify and develop resources to provide opportunities for each woman to become and develop as God's person by deepening her faith, developing her gifts, and becoming a more effective Christian disciple and steward. This includes but is not limited to the following:

Bible Study	faith development	prayer
stewardship	Christian reading	discovery of gifts
leadership development discipleship		
- encourage the inclusion of these ministries in programs and activities.
- give guidance to her counterparts.

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B. The Coordinator of Church and Community Ministries shall

- identify and develop resources to provide opportunities for women to build God's faith community by developing relationships with our church family, our American Baptist family, with our brothers and sisters of other denominations, those in professional church leadership. This area of ministry is also designed to provide opportunities for women to serve their church and community by studying issues of concern and involving themselves in meeting the physical and spiritual needs of others. This includes but is not limited to the following:

worship	local issues	American Baptist identity
evangelism	friendship and fun	ecumenical involvement
family	Church Women United	cross cultural relationships
partnerships	community service	
- encourage the inclusion of these ministries in programs and activities.
- give guidance to her counterparts.
- facilitate events promoting American Baptist Women's Ministries of Ohio during the Annual Gathering of the American Baptist Churches of Ohio.

C. The Coordinator of Mission and Service Ministries shall

- identify and develop resources to provide opportunities for women to serve God's world by participating in American Baptist mission outreach, studying issues of concern, and involving themselves in meeting the physical and spiritual needs of others in our nation and God's world. This includes but is not limited to the following:

Special Interest Missionaries	special projects
mission tours	mission education
national and global issues	mission study theme
- coordinate and promote the Annual State Project.
- give guidance to her counterparts.

Section 3: COORDINATORS OF SPECIALIZED MINISTRIES

A. The Coordinator of Conference shall

- serve as the Chairwoman of the Conference Committee in planning the Annual Conference of American Baptist Women's Ministries of Ohio. She shall be assisted by the Co-Coordinator of Conference and the Conference Coordinator-in-Training.

B. The Coordinator of AB GIRLS shall

- plan and lead the State AB GIRLS Conference each year of her term. Her term of office concludes following the AB GIRLS Conference the final year of her term.
- develop needed resources and promote Girls of Joy, Girls of Faith and Young Women of Hope.
- give guidance to her counterparts.
- have her AB GIRLS Conference fee paid from the AB GIRLS fund.

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C. The Coordinator of Publicity/TELLHERGRAM shall

- promote and publicize events of American Baptist Women's Ministries of Ohio.
- edit and distribute the TELLHERGRAM.
- communicate current American Baptist Women's Ministries information and events to the webmaster of American Baptist Churches of Ohio.
- maintain the American Baptist Women's Ministries of Ohio social media websites in conjunction with the webmaster of the American Baptist Women's Ministries of Ohio.

D. The Coordinator of the Spiritual Growth Retreat shall

- serve as Chairwoman of the Spiritual Growth Retreat Committee in planning the annual Spiritual Growth Retreat of the American Baptist Women's Ministries of Ohio.

ARTICLE VI - Executive Committee

Section 1: MEMBERSHIP

The Executive Committee shall consist of elected Officers. (Article IV, Section 1)

Section 2: DECISION MAKING

The Executive Committee shall determine the number of meetings and have all the powers of the Board of Managers between Board meetings, except such powers as shall be reserved by the Board.

The action and/or recommendations of the Executive Committee shall be in accordance with the bylaws of the Board of Managers and shall be subject to ratification by the Board of Managers.

ARTICLE VII – Board of Managers

Section 1: MEMBERSHIP

The Board of Managers shall consist of the following:

- A. Executive Committee (as defined in Article IV, Section 1)
- B. The immediate Past President ~~who~~ shall serve one year.
- C. Association Presidents, who shall have voting privileges. If it is impossible for an Association President to attend a Board of Managers meeting, she shall designate an alternate from the Executive Committee of her Association to attend. The alternate will have voting privileges.
- D. Associate Members, without vote or paid expense. Those who serve on the National Board of American Baptist Women's Ministries or General Board Representative to American Baptist Churches/USA.

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- E. All other Past Presidents of American Baptist Women's Ministries of Ohio, and persons by virtue of their office or position with American Baptist Churches of Ohio for the length of that relationship, shall be Honorary Members without vote or paid expense.
- F. Chairwomen: Financial Support, White Cross, Care and Share, Scholarship, Historian

Section 2: DUTIES

- A. The Board of Managers shall promote the goals and policies of the organization, consistent with the Mission Statement of American Baptist Women's Ministries and the purpose of American Baptist Churches/USA.
- B. The Board of Managers shall review/approve business presented by the Executive Committee American Baptist Women's Ministries of Ohio.

ARTICLE VIII - Committees

Section 1: WOMEN'S EVENTS - OHIO ANNUAL GATHERING

The Women's Day events planning will be under the direction of the Coordinator of Church and Community who will appoint her own committee.

Section 2: CONFERENCE COMMITTEE

The Conference Committee shall consist of the Coordinator and Co-coordinator of Conference,

Conference Coordinator-in-Training, Secretary, Treasurer, Coordinator of Personal Development, Coordinator of Mission and Service, Coordinator of Publicity/TELLHERGRAM, President (ex-officio) with the Coordinator of Conference serving as Chairwomen.

The Coordinator of Conference will appoint the Registrar-and any other position needed.

Section 3: NOMINATING COMMITTEE

The Nominating Committee shall consist of the three State Officers serving the last year of their term and two Association Presidents appointed by the State President. The committee shall prepare a slate of officers as indicated in Article IV, Sections 2 and 4, and shall report this slate at the March Board of Managers meeting. The Chairwoman shall be appointed by the President. The chairwoman shall keep a current roster of potential leaders throughout the state to be handed to the new chairwoman. The nominating committee shall make every effort to secure nominees who have had training or experience in the area for which they are nominated. The Nominating Committee will address vacancies as indicated in Article IV, Section 3.

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Section 4: FINANCE COMMITTEE

The Finance Committee shall consist of the Chairwoman of Financial Support, three Association Presidents appointed by the State President and shall be chaired by the Treasurer. The Committee shall prepare an annual budget, monitor financial reports and plan adequate support of the organization.

Section 5: SCHOLARSHIP COMMITTEE

The Scholarship Chairwoman shall be appointed by the President and the Scholarship Committee shall consist of three to five Association Presidents who shall be appointed by the Scholarship Chairwoman.

- A. Its objective shall be to assist American Baptist students who are preparing for missionary and/or church related vocations.
- B. Requirements of prospects shall be: A personal commitment to missionary or church occupations within the American Baptist Churches USA, membership in an American Baptist Church, financial need, satisfactory academic rating and acceptance by an accredited college, university or seminary.
- C. Scholarships shall be given to college juniors and seniors, seminary students, missionaries desiring to further their education, and overseas Baptist students preparing for Christian service. If funds are available, sophomores will be given consideration.
- D. The Scholarship Committee recommends that preference be given to students who are working

in American Baptist Churches of Ohio or working for one of the American Baptist Camps in Ohio be considered for student aid.

- E. All Applications for scholarships must be presented to the Scholarship Committee no later than March 1 of each year.
- F. The Scholarship Committee will meet at the call of the chairwoman.
- G. Individual scholarships shall be at least \$1,000, depending on availability of funds and voted on by the Board of Managers.
- H. Emergency requests will be considered at the discretion of the Scholarship Committee.
- I. The Scholarship Chairwoman should send a gift of \$50 to each student upon graduation. This money is to be taken from the scholarship fund.

Section 6: ADDITIONAL COMMITTEES

The Executive Committee shall approve additional committees as needed.

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Section 7: APPOINTMENT TERMS

It is understood that committee appointments are for a term of one (1) year or less as stipulated at the time of appointment. A person may be re-appointed to serve a total of three (3) consecutive years on the same committee. If a person takes over an office in the middle of a term, they will be eligible for an additional 3-year term.

ARTICLE IX - Association/Region Affiliation

The American Baptist Women's Ministries of each Local Church and each Association within the American Baptist Churches/Ohio shall be affiliated with the American Baptist Women's Ministries of Ohio.

ARTICLE X - Rules of Order

The rules contained in Roberts Rules of Order, Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of the organization.

ARTICLE XI - Amendments

The Bylaws may be amended upon recommendation of the Board of Managers at any Annual Meeting of American Baptist Women's Ministries of Ohio by two-thirds vote of the members present and voting.

Revised for Adoption
June 2004 Women's Conference

Revised for Adoption
June 2008 Women's Conference

Revised for Adoption
June 2013 Women's Conference

By-Laws Committee:
Sheryl Wise
Mariann Curl
Susan Stotts
Lori Bitzer
Paula Duncan, Chairman