

**THE CONSTITUTION OF
WOMEN'S MINISTRIES
OF THE
SASKATCHEWAN BAPTIST ASSOCIATION
OF THE
NORTH AMERICAN BAPTIST CONFERENCE
APRIL 10, 2010**

I. NAME

This organization shall be called the Women's Ministries (WM) of the Saskatchewan Baptist Association (SBA) of the North American Baptist Conference. (NABC)

II. PURPOSE

The purpose of this organization shall be

- to foster spiritual growth and fellowship among ladies of the SBA
- to promote and support shared ministries and endeavors of the SBA and NABC such as camp, retreats, prayer meetings, missionary support, and WM programs at the SBA meetings.

III. BELIEFS

We believe the *Statement of Beliefs* as held by the North American Baptist Conference.

IV. MEMBERSHIP

The membership will consist of women who are members or adherents of SBA Member Churches.

V. EXECUTIVE

A. Executive Officers shall be members of SBA Member Churches.

B. The Executive Officers

Shall consist of: Chair, Vice-Chair, Secretary, Treasurer, Camp Food Services Coordinator, and Members at Large who shall have specific functions as determined by the WM executive, and these functions could include any or all of: Retreat Coordinator, Prayer Coordinator and White Cross Coordinator.

The Regional Minister's Wife shall be encouraged to serve as Ex-officio member with the right of vote and debate on all committees of the SBA WM.

C. Terms of Office

- Executive officers, other than the Regional Minister's wife, shall serve for two year terms on a staggered basis.
- A member of the executive may continue in the same position for a maximum of two consecutive terms after which time they must take a minimum one year absence.
- Terms of office shall commence at the WM Annual Meeting where elected.

D. Vacancies

In the event of vacancies between annual meetings, the executive will have the authority to fill those vacancies.

E. Meetings of the Executive

- Executive meetings shall be called by the Chair, OR two members of the executive may ask for a meeting. A quorum shall consist of one half of the membership of the executive.
- The executive shall have meetings as often as deemed necessary – preferably twice a year.
- Executive meetings may take place via conference calls which shall be paid for by SBA WM.

F. Duties of the Executive

- Give oversight to Women's Ministries in the SBA
- Review financial reports
- Recommend a budget to the WM Annual Meeting
- Plan WM Annual Meeting program (e.g. contact speakers)
- Appoint members to specific duties as deemed necessary (e.g. Nominating Committee, Retreat Coordinator, Prayer Coordinator, and White Cross Coordinator)

VI. DUTIES OF THE EXECUTIVE MEMBERS

A. Chair

- Shall prepare the agenda and preside over the SBA WM executive meetings and WM Annual membership Meetings.
- Shall inform the SBA Church's WM groups or Church contact people of important information relating to SBA WM business or events.
- Shall serve as ex-officio member, with the right of vote and debate, of all committees of the SBA WM.
- Shall request each SBA Church's WM group's chair or contact person send contact information to the SBA WM Secretary as soon as possible following the SBA WM Annual Meeting.
- Shall submit a written report to the WM Secretary for inclusion in the WM Annual Report.
- Shall serve as a member of the Saskatchewan Baptist Association Leadership Team.

B. Vice-Chair

- Shall be an assistant to the Chair.
- Shall, in the Chair's absence or vacancy, perform all the duties of that office.

C. Secretary

- Shall keep minutes of each executive meeting and SBA WM Annual Meeting.
- Shall submit a copy of minutes to executive members as soon as possible after each meeting.
- Shall do all correspondence as required.
- Shall take roll call of those attending the Annual Meeting from each SBA Church and guests.
- Shall distribute the contact information page at the WM Annual Meeting requesting the names and contact information of the WM executive of each Church. She shall then convey that information to all members of the executive, and, if requested, to NABC headquarters.
- Shall send information about upcoming events (Examples: Ladies' Retreat, Day of Prayer, SBA meeting) to the WM contact person in each SBA Church.
- Prepare information books for each woman who attends the SBA WM Annual Meeting. The book shall include the agenda, executive member's reports, auditor's report, retreat report, a list of current executive officers and those of the previous 6 years, retreat planning information, and any other pertinent information.
- Shall have copies of the Constitution available at WM meetings.
- Shall keep the Guest Book, arrange to have it passed around at each SBA WM event, and retain possession of it between meetings.

D. Treasurer

- Shall comply with all appropriate regulations and shall complete all required documentation and receipts.
- Shall present a proposed budget to the WM executive for ratification at the WM Annual Meeting.
- Shall present other financial reports as requested by the executive.
- Signing authority shall normally be the treasurer. However, the Chair and Vice-chair shall be alternates.
- Shall receive all offerings from WM meetings, retreats, etc and disperse the funds according to the budget.
- Since executive members serve on a voluntary basis, no reimbursement for travel or other expenses shall normally be made by the WM.
- The treasurer shall reimburse people for WM expenses, given appropriate documentation.

E. Camp Food Services Coordinator

- Shall attend all meetings of the Good Spirit Bible Camp Board. In conjunction with the Camp Director, shall decide the number of volunteer kitchen workers that will be required and the hours that will be needed for each day of the various camps.
- Shall contact the SBA Churches to find out which ones will provide kitchen volunteers for camp.

- Shall coordinate dates that Churches are asked to help in the kitchen during the camp season. No later than May 1, she shall send to each Church the days that Church is asked to send helpers to camp, requesting that they provide the names and phone numbers of those volunteers.
- Shall remind Churches that, for the safety of campers and for insurance purposes, in accordance with the policies of Good Spirit Bible Camp, volunteers must have a current criminal record check in place before serving at camp.
- Shall decide what food items will be required and order those amounts prior to, and throughout, the camping season. The menu details shall be coordinated with the cook and cook's helpers.
- Shall ensure that the kitchen is ready and prepared for camping season, and when the camping season is completed, shall ensure that the kitchen is cleaned and materials are properly stored.
- Shall, when a new camp food services person assumes this position, mentor the newly elected person throughout her first camping season. Shall submit a written report to the WM secretary, for inclusion in the WM Annual Report.

F. Regional Minister's Wife

- Shall be encouraged to serve as Ex-officio member with the right of vote and debate on all committees of the SBA WM.

VII. OTHER WM LEADERS AND FUNCTIONS

A. Retreat Coordinator

- A Retreat Coordinator may be appointed annually by the Executive.
- Shall prepare a retreat program with the assistance of the SBA WM executive if required.
- Shall consult the executive for assistance when deciding the date, theme, speaker, location, caterer, etc.
- May recruit helpers from her own Church or other SBA Churches to assist in registrations, worship teams, decorating, or other details.
- Shall calculate a registration fee that will cover retreat expenses and shall stay within the retreat budget.
- Shall keep a record of all income and expenses and shall submit a written report of the retreat, including income and expenses, to the treasurer.
- Shall submit a written retreat report to the WM secretary for inclusion in the WM Annual Report.

B. Prayer Coordinator

- A Prayer Coordinator may be appointed annually by the Executive.
- Shall set a date (often the first Monday in November), for the Baptist Women's Annual Day of Prayer and encourage each cluster of Churches to find a host Church where their Cluster can meet for prayer.
- Shall find program information for the annual Baptist Women's Day of Prayer. (e.g. NABC website)
- Be sure each host Church has access to the program information in plenty of time to plan and invite sister Churches to attend.

- Shall offer suggestions to help the host Churches in whatever way possible.

C. White Cross Coordinator

- A White Cross Coordinator may be appointed annually by the Executive.
- Shall share any NABC information regarding White Cross work with the WM White Cross coordinators or contact people. This may include requests for clothing, fabric quantities, money, pattern information, and/or shipping procedures (when those procedures are stated.)
- Shall compile information listing total amounts of items submitted from the SBA Churches, and shall submit this written report to the WM Secretary, for inclusion in the WM Annual Report.

VIII. NOMINATING COMMITTEE

- The Nominating Committee shall consist of two members of the current executive and one person elected by the membership at the Annual Meeting, and the Regional Minister’s wife.
- Nominating Committee members must be a member of a SBA Member Church.
- Shall seek to present one name for each vacant position on the executive and shall present a list of nominees to the WM Annual Meeting.
- Additional nominations may be submitted to the Nominating Committee prior to the Annual Meeting, in writing, by an active member of a Member Church, after having obtained permission of the nominee.

IX. MEETINGS OF THE ORGANIZATION

- The Annual Meeting of WM shall be held on the same weekend as the SBA Annual Meeting.
- A quorum for a WM meeting shall consist of a representative from at least one half of the Member Churches of the SBA.
- The Annual Meeting agenda shall include: ministry reports, the financial report for the previous year, approval of the budget, election of officers, election of a financial reviewer and any other business about the SBA Women’s Ministries.
- Election of officers requires that a candidate receive a majority of the votes cast to be elected.
- Where an election is held, it shall be by secret ballot.

X. AMENDMENTS AND PROCEDURES

- Proposed amendments to this Constitution must be circulated to each SBA Church WM group or contact person at least one month prior to the WM Annual Meeting.
- This Constitution may only be amended at the Annual Meeting of the WM by a two-thirds majority vote of the members present.
- For procedures not covered by this constitution, the current Robert’s Rules of Order shall apply.