

**CONSTITUTION  
CHRISTIAN WOMEN'S FELLOWSHIP  
Revised and Approved December 13, 2005**

**PREAMBLE**

To develop a deeper understanding of Christ's love and salvation for ourselves and others and to provide channels of service to the church, the community, and the world, we, the women of Broad Street Christian Church, do adopt this constitution.

**ARTICLE I**

**Name**

The name of this organization shall be the Christian Women's Fellowship of the Broad Street Christian Church in New Bern, North Carolina.

**ARTICLE II**

**Purpose**

Section 1.

The purpose of the Christian Women's Fellowship shall be to provide opportunity for spiritual growth, enrichment, education, and creative ministries to enable women to develop a sense of personal responsibility for the whole mission of the Church of Jesus Christ.

Section 2.

It shall promote worship, study, service, and stewardship in all of Christian life within the total church, emphasizing the cultivation of a missionary spirit and encouraging the support of the work of agencies within the Basic Mission Finance.

**Article III**

**Program and Affiliation**

In program planning, reporting, and support, this Fellowship shall be a part of the North Carolina Christian Women's Fellowship. It shall cooperate with the International and the World Christian Women's Fellowships.

**Article IV**

**Fellowship Members**

All women who are members of Broad Street Christian Church and others who accept the purpose of the fellowship shall be considered members of the Christian Women's Fellowship. Those who share in activities of the organization shall be considered "participating" members.

**Article V**

**Fellowship Officers**

Section 1.

The officers of this fellowship shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Secretary, and Treasurer.

Section 2.

A nominating committee consisting of three (3) members shall be appointed by the President at the June General Meeting to report at the September General Meeting the nomination of officers and Group Leaders for the coming year. At this time, nominations from the floor will be in order and election held. Officers and Group Leaders shall be installed at the December General Meeting.

Section 3.

The term of office for each office shall be two (2) years. No officer shall be eligible to immediate re-election for the same office after having served a two-year term.

Section 4.

Vacancies shall be filled for the unexpired terms by the Executive Board.

**ARTICLE VI**  
**Groups within the Fellowship**

Groups shall be determined as the needs and the work to be accomplished require.

**ARTICLE VII**  
**Executive Board**

The Executive Board shall consist of the elected officers, Leaders, and Committee Chairmen.

**ARTICLE VIII**  
**Meetings**

Section 1.

Meetings of the Executive Board shall be held each month and at times deemed necessary.

Section 2.

Meetings of the Fellowship groups shall be held monthly (unless otherwise designated) for the transaction of business, for a program, and for service.

Section 3.

General Meetings shall be held four (4) times per year and at any other time deemed necessary.

**ARTICLE IX**  
**Finance**

This fellowship shall be financed by (1) regular offerings, (2) contributions and special offerings, and (3) such other means as shall be in accordance with the ruling of the Executive Board. A major portion of the budget shall be for missions to be sent to the Basic Mission Finance through the local church.

**ARTICLE X**  
**Amendments**

The constitution may be amended by a two-thirds vote at any General Meeting of the Christian Women's Fellowship, provided the proposed amendments have been recommended by the Executive Board and presented to the members of the Fellowship at least two (2) days prior to the meeting at which the vote is to be taken.

**BY-LAWS  
CHRISTIAN WOMEN'S FELLOWSHIP**

**ARTICLE I  
Duties of Fellowship Officers**

Section 1.

The President shall preside over meetings of the Fellowship and of the Executive Board. She shall lead in planning the work of the Fellowship. She shall appoint chairmen and committees as needed. She shall be an ex-officio member of all committees. She shall see that the business of the Fellowship is handled promptly. At the end of her two-year term, she shall serve as advisor to the Executive's Board for one year.

Section 2.

The 1<sup>st</sup> Vice President shall assist the President in her duties and act for her in her absence or upon her request. She shall serve as Membership Chairman and encourage all women to participate in the Christian Women's Fellowship.

Section 3.

The 2<sup>nd</sup> Vice President shall be responsible for Study and Worship for the Christian Women's Fellowship, including General Meeting programs and the training of Group's program chairmen.

Section 4.

The 3<sup>rd</sup> Vice President shall be responsible for Service and Sick and Cheer assignments.

Section 5.

The Secretary shall record the minutes, a copy of which will be sent to the pastor each month. She shall be responsible for the business correspondence of the Fellowship. She shall file all minutes and reports annually in a designated file.

Section 6.

The Treasurer shall receive and deposit all funds of the Fellowship, pay bills at the direction of the Executive Board, keep an itemized record of receipts and expenditures, and make a report at each Executive Board and general meetings of the Fellowship. Payment of mission funds shall be made to the church treasurer to be remitted to Basic Mission Finance. Her accounts shall be audited annually by three (3) Christian Women's Fellowship members, appointed by the President. Their records shall be given to the Secretary at the end of the year.

**ARTICLE II  
Membership and Groups Within the Fellowship**

Section 1.

All women who share in the worship, study, and service activities in any way shall be reported as participating members.

Section 2.

Every two (2) years, the membership shall be divided into groups under the direction of the outgoing President, the incoming President, and a member-at-large appointed by the Executive Board in October and presented at the December meeting of the Executive Board.

Section 3.

A Leader for each group shall be nominated for election by the nominating Committee for a period of two years. The Leaders for all groups shall be members of the Executive Board.

Section 4.

Group meetings shall be held monthly (unless otherwise designated) between regular meetings of the Executive Board and the General Fellowship meeting, with called meetings as deemed necessary.

Section 5.

Group Leaders shall secure from their membership a Secretary-Treasurer and other officers as needed.

Section 6.

In cases of a death within the family of church members, when it is advisable to take food, the group shall be responsible for rendering this service to its own members and others as needed.

**ARTICLE III**  
**Executive Board of the Fellowship**

Section 1.

(a) The Executive Board shall hold regular monthly meetings on the first Tuesday.

(b) The executive Board is subject to call meetings at any time that the President deems it necessary.

Section 2.

(a) The Executive board shall outline the general plans of work for the Fellowship, review its progress, and plan for its future advancement.

(b) The Executive Board shall consider local and world-wide financial needs of the work it has outlined. It shall approve bills and instruct their remittance of missionary offerings according to the budget.

Section 3.

The Executive Board shall present general plans to the Fellowship for approval. The Executive Board will accept for consideration any recommendations from individual members at its meetings.

**ARTICLE IV**  
**General Fellowship Meeting**

Section 1.

The General Fellowship meeting will be held on the third Tuesday of designated months.

Section 2.

The General Meeting shall be devoted to the transaction of business and to some study or service, which the Fellowship is organized to promote.

**ARTICLE V**  
**Standing Committees for the Fellowship**

A. KITCHEN COMMITTEE

This committee is responsible for seeing that the kitchen is properly stocked with utensils, dishes, linens, etc.

B. BUDGET COMMITTEE

This committee shall be composed of the Fellowship President, Treasurer, and three group leaders appointed by the President in October. The Treasurer shall be chairman of this committee. They will present the proposed budget for the coming year to the November meeting of the Executive Board. The budget, as approved by the Executive Board, shall be presented to the General Meeting in December for adoption.

**ARTICLE VI**  
**Quorum**

A majority of the members of the Executive Board shall constitute a quorum for the board. The participating members present shall constitute a quorum at a regular Fellowship meeting. Two-thirds of the members present shall constitute a majority.

## **ARTICLE VII Amendments**

### Section 1.

These by-laws may be amended by a two-thirds vote at any regular General Fellowship Meeting, provided the proposed amendments have been *amended* by the Executive Board.

### Section 2.

This constitution shall be reviewed annually by the President. When deemed necessary, she shall appoint a three member constitution committee to review the constitution and by-laws and to report to the Executive Board regarding these revisions.



