

*Constitution and Bylaws  
Calvary Lutheran Church, Morganton, NC  
Women of the Evangelical Lutheran  
Church in America*

**Note:** Portions marked with an asterisk (\*) are needed to fulfill the criteria for membership.

**ARTICLE I – MEMBERSHIP AND NAME**

\*Section 1. Membership – This congregational unit is a member of Women of the Evangelical Lutheran Church in America, hereinafter designated as “Women of the ELCA.”

\*Section 2. Name – The name of this congregational unit is Calvary Lutheran Church Unit of Women of the ELCA, hereinafter designated as “CLC WELCA.”

**ARTICLE II – STATEMENT OF PURPOSE**

\*Section 1. Purpose – As a community of women created in the image of God, called to discipleship in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves to grow in faith, affirm our gifts, support one another in our callings, engage in ministry and action, and promote healing and wholeness in the church, the society and the world.

\*Section 2. Commitment – To accomplish the purpose of Women of the ELCA, women in the CLC WELCA commit themselves to

- a) Come together for study, support, and action;
- b) Participate in the ministry of Women of the ELCA beyond the congregation;
- c) Support financially the total program of Women of the ELCA; and
- d) Designate leadership that will be in communication with the synodical and churchwide women’s organization.

**ARTICLE III – PARTICIPATION**

\*Section 1. Composition – CLC WELCA is composed of those women who participate in the activities of and are committed to the purpose of the Women of the ELCA.

\*Section 2. Participation – Participation in CLC WELCA is open to all women in the congregation and other women who subscribe to the purpose.

\*Section 3. Congregational Membership – Women elected to leadership in CLC WELCA and elected as delegates to a convention of the synodical women’s organization are voting members of this congregation of the ELCA.

**ARTICLE IV – Relationships**

\*Section 1. Congregation – CLC WELCA participates in the life and work of Calvary Lutheran Church and reports to the CLC WELCA annual meeting. It may also report regularly to the congregational council.

\*Section 2. Cluster or Conference – CLC WELCA participates in activities within the cluster or conference to which it is assigned.

\*Section 3. Synodical Women’s Organization – In an interdependent partnership with the North Carolina Synodical Women’s Organization, CLC WELCA participates in the convention of the North Carolina Synodical Women’s Organization by

\*Item 1. Electing a delegate and an alternate to represent the unit; and

\*Item 2. Cooperating in the process for nomination of officers and board members of the synodical women’s organization.

\*Section 4. Churchwide Women’s Organization – CLC WELCA participates in the process for nomination of

\*Item 1. Delegates to the Triennial Convention

\*Item 2. Officers and board members.

**ARTICLE V – MEETINGS**

**Section 1. Program**

Item 1. Women of CLC WELCA will hold regularly scheduled meetings for study, support, and action.

Item 2. Women of CLC WELCA may be divided into small groups or circles.

**Section 2. Business** – CLC WELCA annually distributes to the general membership informative reports as to the state of the organization, a spending plan, and biennially the nominees for board officers. The group may meet to discuss these and other issues as deemed necessary.

## ARTICLE VI – LEADERSHIP

Section 1. Officers – The officers of Calvary Lutheran Women of the ELCA consists of two co-chairs, a secretary, and a treasurer, each elected for a term of two years. An officer may be elected to serve additional terms, depending on the needs of the unit.

### Section 2. Duties of Officers

- Item 1. The two co-chairs share the listed responsibilities, utilizing the skills of each to most efficiently and effectively perform the tasks described. The co-chairs
- a. Guide the total work of the unit,
  - b. Prepare an agenda and preside at meetings,
  - c. Serve as primary contact persons and communicators for Women of the ELCA (CWO, SWO, and conference),
  - d. Relate the program and work of CLC WELCA with Women of the ELCA and vice versa,
  - e. Keep up-to-date on CWO, SWO, and conference activities, and
  - f. Relate the work of the unit with the congregation.
- Item 2. The secretary
- a. Takes notes at the meetings of the board, shares meeting notes as appropriate with the general membership, and retains an ongoing file of same for the unit archives; and
  - b. Handles correspondence as requested.
- Item 3. The treasurer
- a. Receives and disburses funds of CLC WELCA,
  - b. Keeps financial records,
  - c. Makes regular reports to the unit and unit board including a written annual report, and
  - d. Transmits offerings to Women of the ELCA and NC Synodical Women's Organization.

Section 3. Composition and Duties of the CLC WELCA Board – The unit board is composed of the officers and the leader of each circle within the congregational unit. The CLC WELCA board may also add one or two at-large members. The board meets as necessary. The duties of the unit board are to:

- Item 1. Provide for the general program of women of the congregation in fulfillment of the purpose of Women of the ELCA. Actions supporting this duty include
- a. Planning projects and activities for CLC WELCA as they relate to the Purpose Statement;
  - b. Identifying needs and interests of women in the congregation;
  - c. Providing new women members of Calvary Lutheran Church with a welcome kit and an invitation to join in the activities of CLC WELCA;
  - d. Developing goals integrating growth, community, and action areas and aims;
  - e. Providing for regular worship and offering opportunities;
  - f. Preparing an annual budget; and
  - g. Evaluating the program regularly.
- Item 2. Provide for participation in Women of the ELCA beyond the congregation. Actions supporting this duty include
- a. Promoting events and activities of the conference, SWO, CWO, and encouraging women to participate;
  - b. Circulating communications from Women of the ELCA;
  - c. Participating in leadership development opportunities; and
  - d. Providing for selection of delegate to SWO, CWO leadership positions.

Section 4. Circles – Each circle leader serves as coordinator to and active member of the board.

## ARTICLE VII – PLANNING

Section 1. Program Areas and Ends – CLC WELCA engages in planning, giving attention to the program areas and ends established by the Women of the ELCA (SWO and CWO).

Section 2. Program Planning – CLC WELCA board is responsible for the total program planning for the unit.

## ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee – A nominating committee composed of at least three persons presents nominees for the two co-chairs, secretary, treasurer, and two at-large members for election by CLC WELCA.

Section 2. Elections – All elections are for a term of two years. However, an officer or leader may be elected to serve additional terms, depending on the needs of the unit.

Section 3. Circle Elections – The leader for each circle is elected by the circle from within its membership.

Section 4. Term of Office – The term of office for elected officers begins on January 1 of the first year and goes through December 31 of the second year. Elected circle leaders may follow this term length, depending on the needs of the circle.

## ARTICLE IX – FINANCE

Section 1. Fiscal Year – The fiscal year and the budget year for CLC WELCA is January 1 through December 31.

Section 2. Administration – CLC WELCA develops and administers its own financial plan or budget that reflects support for the total program of Women of the ELCA.

Section 3. Transmittal – CLC WELCA transmits funds regularly in accordance with established procedures.

Section 4. Reports – CLC WELCA provides annual financial reports to participants.

Section 5. Financial Accountability – An annual accounting compilation or review of CLC WELCA's financial records are conducted by a financial review committee of the unit.

## ARTICLE X – DISSOLUTION CLAUSE

In the event of the dissolution of CLC WELCA, any surplus property remaining after the payment of its debts shall be disposed of by transfer to the churchwide women's organization or its successor provided that said organization is, at the time of dissolution, a qualified organization as described in section 501 (c)(3) of the Internal Revenue Service Code of 1986 or comparable provision, and, if not, to the Evangelical Lutheran Church in America or its successor, and, if not, to one or more organizations so qualified in such proportions as the leadership of this unit determines.

## ARTICLE XI – BYLAWS AND AMENDMENTS

Section 1. Bylaws – CLC WELCA may adopt bylaws not in conflict with this constitution by a majority vote, provided they have been presented in writing at a previous meeting.

### Section 2. Amendments

- Item 1. This constitution may be amended at any regular business meeting or special meeting of CLC WELCA by a two-thirds vote of the women present and voting, provided the proposed amendment has been presented at the previous meeting and is consistent with the purpose of Women of the ELCA.
- Item 2. Amendments to the bylaws may be adopted by the unit by a majority vote after having been presented at the previous meeting.
- Item 3. Whenever the secretary of Women of the ELCA officially informs the congregational/intercongregational units that the Women of the ELCA Triennial Convention has amended the approved Model Constitution and Bylaws for Congregational/Intercongregational units, whether by setting out alternate clauses or otherwise, such provisions shall be introduced at once into this constitution and notice of this action shall be forwarded to the synodical president.

## **Calvary Lutheran Church Women of the Evangelical Lutheran Church in America Bylaws**

### 1. General Meetings of Calvary Lutheran Church (CLC) Women of the ELCA (WELCA)

The CLC WELCA holds a general meeting of the membership annually. The Board notifies the membership of the general meeting by letter or email at least two weeks prior to the meeting.

### 2. Nomination of Officers – Officers of CLC WELCA are nominated by a committee, which forms in late spring of the current board's second year in office. The committee's purpose is to seek individuals to serve on the board for the coming term. The composition of this committee ideally will be at least one member from each circle, an at-large member of CLC WELCA, and a member of the current board. The committee names a chair person from among its membership. The committee names at least one person for each office to be filled and provides this slate to the board by or before mid July. The nominees are introduced in the written notification of the general meeting to CLC WELCA members before the vote in the fall.

- a. At the regular May or June circle meetings, circle leaders may appoint a member from the circle to serve on the Nominating Committee.
- b. The Nominating Committee chair provides the names of the nominees to the Board before mid July.
- c. If there is more than one nominee for an office, the vote will be by written ballot.

### 3. CLC Delegates to the Annual Gathering of the NC Synodical Women's Organization (WELCA)

- a. One of the co-chairs of CLC WELCA is generally the delegate to the annual NC Synodical Women's Gathering.

- b. The delegate is expected to attend all business sessions of the gathering.
  - c. Registration expenses for the entire gathering will be covered by CLC WELCA.
- 4. CLC WELCA Special Funds – These are funds collected for specific purposes and are to be used for those designated purposes only. CLC Special Funds are
  - a. Funeral Meals Fund – These funds are used to purchase foods/ingredients for a meal for the family of a member of Calvary who has passed away. (See *Funeral Meals Policy* in the CLC WELCA Handbook.)
  - b. Community Outreach Projects Fund
    - i. The CLC WELCA Executive Board will determine the usage of these funds based on input from the membership.
- 5. Amendments to the Bylaws
  - a. The bylaws may be amended at any general meeting of CLC WELCA by two-thirds (2/3) vote, provided the amendment has been submitted in writing at the previous meeting.

Approved by the Membership

Approved by the CLC Women of the ELCA Board – August 2, 2014