

STATE BYLAWS

MISSOURI CHRISTIAN WOMEN CONNECTION

ARTICLE I – NAME

Section 1. **Name.**

The name of this ministry shall be Missouri Christian Women Connection.

Section 2. **Use of Name.**

The name of the ministry or the name of any of its partners in their official capacity shall not be used in connection with any political interest or with any commercial concern or its products unless expressly approved by the State Connector Team.

Section 3. **Affiliation.**

Missouri Christian Women Connection is affiliated with Christian Women Connection, Anderson, IN.

ARTICLE II – MISSION STATEMENT

The mission of Missouri Christian Women Connection is to serve Christ through serving women and equipping them for ministry.

ARTICLE III – VISION STATEMENT

The vision of Missouri Christian Women Connection is to provide women's ministry resources to the Church of God and beyond for connecting women through relationships, spiritual formation, and service.

ARTICLE IV – CORE VALUE

We embrace the beliefs of the Church of God and support the united ministries of the Church of God through gifts of finance and leadership.

ARTICLE V – PARTNERS

Section 1. **Partnership**

- A. Partnership is established by personal and financial commitment to the mission.
- B. Local groups shall partner with Missouri Christian Women Connection through an affiliation process governed by the State Connector Team.

Section 2. **Persons Eligible for Partnership.**

Any persons who choose to associate with Missouri Christian Women Connection.

Section 3. **Partnership Year.**

The partnership year shall be April 1 through March 31. Continuing partnership shall be renewed in April; new partners may be accepted at any time.

Section 4. Partnership Commitment.

The partnership commitment for each partnership level shall from time to time be determined by the Christian Women Connection Council and listed in the Partnership Policies of Christian Women Connection.

Section 5. Partnership Privileges.

All partners shall carry full partnership privileges in the local, state, and national ministries.

ARTICLE VI – FISCAL YEAR

The fiscal year of this ministry shall be April 15 through April 14.

**ARTICLE VII – ORGANIZATIONAL STRUCTURE OF
MISSOURI CHRISTIAN WOMEN CONNECTION**

Section 1. National.

Christian Women Connection, Inc. is an association of state/area and local groups that subscribe to the mission statement and informally affiliate with Christian Women Connection, Inc. The National ministries are composed of:

- A. National staff
- B. Board of Directors
- C. Christian Women Connection Council

Section 2. State/Area Groups.

- A. Each State group shall have a State Coordinator who is a member in good standing of a Church of God congregation.
- B. The State Connector Team is composed of the following:
 - a. Coordinator
 - b. Assistant Coordinator
 - c. Recording Secretary
 - d. Treasurer
 - e. Finance Coordinator
 - f. Service Connector
 - g. Relationship Connector
 - h. Spiritual Development Connector
 - i. Women Clergy Connector
 - j. Pastor Connector (State Coordinator - Missouri Ministries)
 - k. Nominating Committee Chair
 - l. Other positions as deemed necessary (Historian)
 - m. Any national officer residing in the state

- C. Missouri Christian Women Connection shall promote the mission of Christian Women Connection in their state, whose bylaws shall be in harmony with the bylaws of Christian Women Connection.

Section 3. Local Groups.

- A. A local group of Christian Women Connection may be formed by any group within a local congregation.
- B. Each local chapter shall have a local Coordinator who is a member in good standing of a Church of God congregation.
- C. Local groups shall promote the mission of Christian Women Connection in their church and community, whose bylaws shall be in harmony with the bylaws of Christian Women Connection.

ARTICLE VIII – CONNECTOR TEAM

Section 1. Officers

The Connector Team shall be:

- a. Coordinator
- b. Assistant Coordinator
- c. Recording Secretary
- d. Treasurer
- e. Parliamentarian
- f. Finance Coordinator
- g. Service Connector
- h. Relationship Connector
- i. Spiritual Development Connector
- j. Women Clergy Connector
- k. Pastor Connector (State Coordinator - Missouri Ministries)
- l. Nominating Committee Chair
- m. Other positions as deemed necessary (Historian)
- n. Any national CWC officer residing in the state

Section 2. Definition of Duties of Connector Team

See job focus sheets attached at the end of this document.

Section 3. Responsibilities of Connector Team

The Connector Team shall perform the business of the ministry in harmony with the bylaws of the ministry. The Connector Team has legal authority to conduct the business of the ministry.

Section 4. Election/Appointments of Connector Team

- A. Election of the Connector Team and Nominating Committee shall be by ballot or acclamation at the annual Missouri Christian Women Connection business meeting.
- B. The elected members shall be divided into three groups, to be elected/appointed every three years.

Group1:

Elections: Coordinator, Finance Coordinator, Nominating Committee (1-2)

Appointment: Women Clergy

Group2:

Elections: Assistant Coordinator, Recording Secretary, Relationship Coordinator, Nominating Committee (1-2)

Appointment: Parliamentarian

Group3:

Election: Treasurer, Spiritual Development Connector, Service Connector, Nominating Committee (1)

Appointment: Historian

- C. In the event of an unexpired term or vacancy on the Connector Team and Nominating Committee the Coordinator in conjunction with the Connector Team will fill the position(s).
- D. State Coordinator of Missouri Ministries has an automatic seat on the Connector Team.

Section 5. Term of Office.

- A. The term of office for the Connector Team shall be three years.
- B. No elected member shall be eligible to serve for more than six years consecutively on the Connector Team without an interim period of one year elapsing prior to the nomination for office, except for the nomination for a new Coordinator.

Section 6. Meetings.

- A. The Connector Team shall meet at least three times in a fiscal year.
- B. Special meetings (Physical or Electronic) of the Connector Team may be called by the Coordinator or shall be called on the written request of two members of the Connector Team.
- C. A majority of members shall constitute a quorum.
- D. A two-thirds majority is required to approve any action.

Section 7. Resignation of Member.

The resignation of a member of the Connector Team shall be submitted in writing (physical or electronic) to the Coordinator and shall become effective when received.

ARTICLE IX – COORDINATORS’ COUNCIL

Section 1. Members.

Members of the Coordinators’ Council shall be comprised of the State Connector Team, Appointed State Committee Members and each Local Coordinator.

Section 2. Duties of the Coordinators' Council.

- A. The Coordinators' Council is the governing body of the Missouri Christian Women Connection.
- B. The Coordinators' Council shall perform the business of this organization according to the actions of the Annual Assembly and in harmony with the bylaws of the organization.

Section 3. Meetings

- A. The regular meeting of the Coordinators' Council shall be held each year at the Annual State Convention prior to the annual business meeting.
- B. A majority of the members shall constitute a quorum.

ARTICLE X – NOMINATING COMMITTEE

Section 1. Membership

The Nominating Committee shall consist of three to five members and shall be elected by ballot or acclamation the annual Missouri Christian Women Connection business meeting. The Nominating Committee shall annually elect its chair from its membership.

Section 2. Term

- A. The term of office shall be three years.
- B. Terms shall be staggered in accordance with Article VIII, Section 4.B.
- C. No person shall be eligible to serve consecutive terms.
- D. An interim period of one year shall elapse prior to re-nomination to the Nominating Committee.

Section 3. Powers of Nominating Committee

The Nominating Committee shall proceed according to the Bylaws of Missouri Christian Women Connection.

Section 4. Definition of Duties of Nominating Committee

See job focus sheets attached at the end of this document.

ARTICLE XI – STANDING AND SPECIAL COMMITTEES

Section 1. Appointment of Committees

The Coordinator in conjunction with the Connector Team shall appoint all committees necessary to the work of the ministry, with the exception of the Nominating Committee, which shall be nominated by the Connector Team and elected by the Missouri Christian Women Connection at the annual business meeting.

Section 2. Standing Committees

Standing committees shall be as follows:

A. Program Planning Committee.

The Program Planning committee shall consist of the Spiritual Development Connector and two appointed members. The Spiritual Development Connector shall preside as chair.

- B. **Bylaws Committee.** The Bylaws Committee shall consist of the Parliamentarian or Assistant Coordinator and two appointed members. The Parliamentarian or Assistant Coordinator shall preside as chair. The committee shall be responsible for reviewing the bylaws and recommending amendments to the Connector Team.
- C. **Finance Committee.**
The Finance Committee shall consist of the Coordinator, Treasurer and Finance Coordinator. The Finance Coordinator shall preside as chair.
- D. **Audit Committee.**
Annually the Coordinator shall appoint a member of the Connector Team to chair a Review Committee that will be responsible for reviewing and verifying all treasurers' accounts
- E. **Scholarship Committee.**
The Scholarship Committee consisting of three members shall be appointed by the Coordinator and ratified by the Connector Team. Appointees shall serve for a three-year term, with one appointment each year.

See job focus sheets attached at the end of this document.

Section 3. Ex-Officio Membership.

The Coordinator shall be an ex-officio member of all committees, except the Nominating Committee.

Section 4. Procedure.

All committees shall work in accordance with the job focus sheets of the ministry. See job focus sheets attached at the end of this document.

Section 5. Quorum.

A majority of the members of any committee shall constitute a quorum.

ARTICLE XII – MISSOURI STATE MEETINGS

Section 1. Partnership.

All partners are members of the Missouri Annual Business Meeting. See Article V. Section 1.a. and b.

Section 2. Regular Meetings

The Missouri Christian Women Connection shall hold meetings/conventions/events throughout the year to promote the vision of the organization.

Section 3. Convention

- A. The state convention shall be held annually, on the weekend of the first Sunday in May.
- B. The state convention shall rotate among five sections of the state whenever possible, in the following order. Southwest, Central, Northwest, Southeast, and Northeast. Moberly and Kirksville will be included in the Northwest Section. DeSoto will be included in the Northeast Section.

Section 4. Annual Meeting

The Missouri Christian Women Connection shall hold an annual meeting for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 5. State Prayer Retreat

- A. The State Prayer Retreat shall be held annually, on the weekend of the first Sunday in October.
- B. The state prayer retreat will be held at Camp Sharon or other designated location.

Section 6. Special Meetings

Special meetings may be called by the Connector Team or by a majority of the Connector's Council. The purpose of the meeting shall be stated in the call. At least two (2) days' notice shall be given, except in the case of emergency.

Section 7. Annual Coordinator's Council Meeting

See Article IX Section 3. A.

Section 8. Quorum

A majority of partners shall constitute a quorum.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly revised is the suggested governance manual for this ministry.

ARTICLE XIV – AMENDMENTS TO BYLAWS

These bylaws may be amended by a two-thirds vote at the annual Coordinator's Council meetings, provided that the amendment has been proposed by the Coordinators' Council, Connector Team, or Committee. A notice will be sent to all members no fewer than 2 weeks prior to the meeting.

ARTICLE XV – GRIEVANCE AND DISCIPLINARY PROCEDURES

Section 1. Members of Connector Team – Grievances.

In every situation, Matthew 18:15-17 will be used as the guideline.

Section 2. Connector Team – Discipline.

If Discipline is called for, Matthew 18:15-17 will be used as the guideline.

ARTICLE XVI –DISSOLUTION

In the event of dissolution of the Missouri Christian Women Connection organization and after payment of all liabilities, the organization (affiliation) shall be returned to National Christian Women Connection and net assets shall be distributed to the national organization of the Christian Women Connection (Anderson, IN).

ARTICLE XVII – ADOPTION

These bylaws were adopted by the Coordinators' Council of the Missouri Christian Women Connection on the 2nd day of May, 2015.

Job Focus Sheet

Coordinator

Purpose of Position:

The Coordinator shall provide visionary leadership in all areas of the ministry. She shall maintain the long range goals of the ministry and promote the total ministry of Christian Women Connection.

She is the vision caster, morale builder and model of effective leadership for the entire ministry. She guides the group and seeks ways to better meet the needs of the women in the state.

Continuing Responsibilities:

- She shall be the executive officer and shall preside at all meetings of the Annual Assembly, The Connector Team and the Coordinators' Council.
- She shall be an ex-officio member of all committees, except the Nominating committee. The Coordinator as ex-officio of the committee has the privilege/right to make motions and vote on decisions. She is not counted as part of the quorum.
- She shall appoint a Parliamentarian, Historian and Women Clergy Connector.
- She shall appoint Standing and Special Committees.
- She shall appoint two members of the Connector Team to read and approve the Secretary's minutes within thirty (30) days following any Connector Team meeting, Coordinators' Council meeting and/or Annual Business meeting.
- She shall appoint a person to fill a vacancy for an unexpired term of office in consultation with the Executive Committee.
- She shall represent the ministry on the Christian Service Board for Missouri Ministries and give an annual report out at the MO Ministries General Assembly.
- She shall represent the ministry on the National Council of the Christian Women Connection and attend the annual National Council meeting.
- She is the contact for Local and National communications.
- She shall receive all officer reports and items as required for the Annual Convention Packet and oversee the preparation of this packet.

Job Focus Sheet

Assistant Coordinator

Purpose of Position:

The Assistant Coordinator shall provide assistance to the Coordinator and Connector Team as requested. In the event the Coordinator is unable to fulfill her duties, the Assistant Coordinator shall assume the responsibilities.

She is the main support and encourager to the Coordinator. She helps cast the vision, build morale and model effective leadership for the entire ministry. Successful ministry requires a team spirit and an atmosphere of cooperation. A committed and supportive Assistant Coordinator gives strength and freedom to the Coordinator.

Continuing Responsibilities:

- She shall assist the Coordinator in promoting the total ministry of the organization.
- She shall assume the duties of Coordinator in the event of her absence.
- She shall maintain a current mailing list of all Missouri Church of God congregations and local groups/contacts.
- She shall be responsible for publicity of the Missouri Christian Women Connection.
- She shall oversee publishing of the Missouri Women In Touch newsletter to be issued in June and November of each year.
- She shall serve on the Bylaws Committee and will preside as chair unless this position is filled by the Parliamentarian.

Job Focus Sheet

Recording Secretary

Purpose of Position:

The Secretary shall provide the official written record of all business transacted in annual or special called meetings of the ministry. She shall provide the official written record of all business transacted in the Connector Team.

The Secretary is a vital member of the leadership team. She provides a history of the activity of the local ministry.

Continuing Responsibilities:

- She shall file a correct record of all minutes of the Connector Team, the Coordinators' Council and the Annual Business Meeting.
- She shall provide copies of such minutes and reports to the Connector Team and have them available to the Coordinators' Council upon request.
- She shall be knowledgeable to recent minutes in order to find the record of any given action.

Job Focus Sheet

Treasurer

Purpose of Position:

The treasurer shall provide for the disbursement, record and depositing of funds.

Continuing Responsibilities:

- She shall receive and receipt all monies of the organization.
- She shall be the custodian of the monies and shall deposit the same in the depository approved by the Connector Team in the name of the Missouri Christian Women Connection.
- She shall disburse the monies according to the adopted budget or other order of the Coordinators' Council or Connector Team.
- She shall be responsible to balance the bank account monthly.
- She shall present an up-to-date financial report including receipts, disbursements and fund balances at each meeting of the Connector Team and shall make a full statement at the Annual Assembly.
- She shall send contributions monthly to the national Christian Women Connection office.
- She shall be responsible to submit the annual records to the audit committee following the annual convention.
- She shall serve on the Finance Committee
- At the bank, the signature of the Treasurer and one other member of the Connector Team shall be recorded, one of which must be signed to every check.
- She shall receive local partnership rosters and forward copies to the Coordinator and Relationship Connector.
- She shall act as registration receiver for state convention and state prayer retreat.

Job Focus Sheet

Parliamentarian

Purpose of Position:

The parliamentarian shall advise and educate to proper parliamentary procedure.

Continuing Responsibilities:

- She shall advise and educate the membership on proper parliamentary procedure.
- She shall maintain a list of current Policies of the Missouri Christian Women Connection, adopted by the Connector Team.
- She shall maintain independent lists of motions and subsequent actions, if any, by the Connector Team.
- She shall serve on the Bylaws Committee and will preside as chair unless this position is filled by the Assistant Coordinator.

Job Focus Sheet

Finance Coordinator

Purpose of Position:

The Finance Coordinator shall provide leadership in promotion of the budget and all special finance projects of the state and national ministry.

A successful ministry requires financial support. She motivates and leads the group in raising funds.

Continuing Responsibilities:

- She shall help to prepare the local budget for recommendation to the Connector Team and the Coordinators' Council for approval and adoption.
- She shall work with the Service Coordinator to recommend fund-raising according to the adopted budget.
- She shall keep informed of the ministry opportunities and finance projects distributed by the national office of Christian Women Connection.
- She shall serve as Chair of the Finance Committee.

Job Focus Sheet

Service Connector

Purpose of Position:

The Service Coordinator shall provide leadership in promotion and coordination of mission work and service projects.

She ensures that the state ministry is a missional group that continually seeks ways to serve the community and the world. The Service Connector is a catalyst for putting hands and feet to the gospel.

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall promote the mission and service projects of the state ministry.
- She shall recommend service ideas to the Connector Team and ways the ministry can engage the communities in the state.
- She shall work with the Finance Coordinator to recommend fund-raising according to the adopted budget.
- She shall stay informed regarding the Living Link Missionaries and Children of Promise sponsored children supported by the State.

Job Focus Sheet

Relationship Connector

Purpose of Position:

The Relationship Connector shall provide leadership in connecting the local group to other women's groups and coordinating mentoring ministries.

A successful ministry builds sisterhood and friendships. Women should have a safe place to meet new people and to grow as friends in Christ. The Relationship Connector is a catalyst of camaraderie.

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall promote relationship through special events and mentoring programs.
- She shall be a bridge builder and able to connect women with each other.
- She shall promote hospitality and a spirit of welcome in the state ministry.
- She shall receive a copy of the local partnership rosters, maintain a current list of Partnerships and report out to Connector Team at each meeting.

Job Focus Sheet

Spiritual Development Connector

Purpose of Position:

The Spiritual Development Connector shall provide guidance in implementing written programming and events.

A successful ministry helps women grown in their faith and become better disciples. She is a catalyst of learning, spiritual growth and sisterhood within the state group.

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall keep informed of the ministry opportunities, programming and leadership development material distributed by the national office of Christian Women Connection.
- She shall promote the programming and events of the state group.
- She shall coordinate the annual State Prayer Retreat.
- She shall preside as Chair of the Programming Committee.
- She shall recommend programming material and resources to the Local groups.

Job Focus Sheet

Historian

Purpose of Position:

The Historian is responsible to maintain a historical record of the ministry.

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall be responsible for capturing photos of all state events.
- She shall provide photos as requested to the Assistant Coordinator for publicity/newsletters.
- She shall maintain a state History book documenting the history of activities and officers to be displayed each year at the annual state convention.
- She shall be a support to the local historian and recognize those that share their history book at the state convention.

Job Focus Sheet

Women Clergy Connector

Purpose of Position:

The Women Clergy Connector shall provide leadership in promotion of the women in vocational ministry and offer a voice as one called to the ministry.

She is important because the Church of God supports and encourages women in ministry. The state women's group should be one place where women clergy can use their gifts and find support. The position gives a voice to those women.

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall support women in ministry and those feeling called to ministry.
- She shall recommend ways to equip women for ministry in the state group.

Job Focus Sheet

Pastor Connector State Coordinator – Missouri Ministries

Purpose of Position:

The Pastor Connector shall be the State Coordinator of Missouri Ministries to ensure the state group is following the mission of Missouri Ministries and the local congregations.

This position is important because the women's ministry is one part of the greater State Ministry and as such, should follow the mission and vision of the church.

Continuing Responsibilities:

- They shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- They shall keep informed of programming and events of the state women's ministry.
- They shall provide input as needed to ensure the state women's ministry is following the mission of Missouri Ministries.

Job Focus Sheet

Nominating Committee

Purpose of Position:

The purpose of the Nominating Committee is to identify and recommend for nomination individuals qualified to serve on the Connector Team.

The Nominating Committee shall consist of three or five members and shall annually elect its chair from its membership.

Continuing Responsibilities:

- The committee shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- The committee shall present one name for each office.
- The committee shall select the most qualified person for office.
- The committee shall secure a recommendation from each candidate's pastor.
- The committee chair shall present a ballot to the Connector Team at the last meeting of the fiscal year.
- The committee chair shall present the final ballot at the Annual Business Meeting.
- Nominations from the floor shall be accepted with the prior written consent of the nominee, and a recommendation from the nominee's pastor.

Job Focus Sheet

Standing Committees

Program Planning Committee

The Program Planning committee shall consist of the Spiritual Development Connector and two appointed members. The Spiritual Development Connector shall preside as chair. The committee shall be responsible for speakers and programming for the Missouri Christian Women Connection meetings and events.

Bylaws Committee

The Bylaws Committee shall consist of the Parliamentarian or Assistant Coordinator and two appointed members. The Parliamentarian or Assistant Coordinator shall preside as chair. The committee shall be responsible for reviewing the bylaws and recommending amendments to the Connector Team.

Finance Committee

The Finance Committee shall consist of the Coordinator, Treasurer and Finance Coordinator. The Finance Coordinator shall preside as chair. The committee shall be responsible for preparing the budget for the fiscal year, using the national budget as their guide.

The committee shall present a State Budget and suggested projects to the Connector Team at their fall meeting for their approval. The approved budget and projects shall then be sent to each Coordinators' Council member by the Finance Coordinator before January 15 for their vote. Results of the voting shall be reported to the Connector Team.

Audit Committee

Annually the Coordinator shall appoint a member of the Connector Team to chair a Review Committee that will be responsible for reviewing and verifying all treasurers' accounts to include comparing account balance to latest checking account statement.

Committee chairperson may select two additional members from her area to complete the review committee. This report shall be completed after convention and prior to the fall Executive Committee meeting. The report shall be presented to the Coordinator who shall present it to the Connector Team for acceptance.

Scholarship Committee

The Scholarship Committee consisting of three members shall be appointed by the Coordinator and ratified by the Connector Team. Appointees shall serve for a three-year term, with one appointment each year.

The committee shall be responsible for receiving annual scholarship applications, select the most qualified person as the recipient and announce the recipient at the Annual Business Meeting.