

## **STANDING RULES OF AMERICAN BAPTIST WOMEN'S MINISTRIES OF THE CENTRAL REGION**

No woman shall hold two regional offices simultaneously on the board of American Baptist Women's Ministries of the Central Region (ABWCR). Association Presidents are members of the ABWCR board; however, they are elected and hold office through local Associations.

Officers, coordinators, and associates shall use and promote denominational and approved interdenominational literature and material available in their field.

### **ELECTION OF COORDINATORS AND ASSOCIATES:**

The elected positions include Coordinators of Personal Development Ministries, Church & Community Ministries, Mission & Service Ministries, AB GIRLS and Associates for Conference and Young Adult Women's Ministries.

#### **Section 1. Term of Office**

The term for elected board members shall be three years, with the exception of the Conference Intern which shall be two years. They may not be re-elected to their office, nor can they be elected to any other office until at least one year has elapsed. The President and Coordinator(s) of AB GIRLS are excluded from this restriction.

A woman who is elected or appointed to fill a vacancy, and serves for more than one year of an unexpired term, shall be considered to have served the full term. They cannot be re-elected. If she serves one year or less of an unexpired term, she shall be eligible for another full term of office in the same or some other position.

The total period of elected service on the Board shall not exceed nine (9) years, unless deemed advisable by the Executive Committee.

#### **Section 2. Elected on a Rotating Basis**

Elections shall occur on a rotating basis during the Annual Meeting. Nominations may come from the Nominating Committee or from the floor. The nominee for President shall be a woman who is an active member of an American Baptist Church. All other nominees must at least be active in American Baptist Women's Ministries. Active is defined as a woman who contributes by attendance, financial support, or participation in whatever way possible.

Rotating basis for election:

- 1<sup>st</sup> year – Coordinator of Church & Community Ministries, Conference Associate Intern and AB GIRLS Coordinator (also President per By-laws)
- 2<sup>nd</sup> year – Coordinator of Personal Development Ministries, Conference Associate Intern and AB GIRLS Coordinator (also Corresponding Secretary and Treasurer per By-laws)

- 3<sup>rd</sup> year – Coordinator of Mission & Service Ministries, Conference Intern, AB GIRLS Coordinator and Young Adult Women’s Associate (also Recording Secretary per By-laws)

## **APPOINTMENTS**

The president shall annually appoint the:

- Project Associate, Historian Associate, Editor Associate, and Webmaster/Technology Associate
- Conference geographic representatives (two-year terms on a rotating basis) and others designated to serve on the conference committee
- Nominating Committee, which consists of two association presidents from different associations and one appointed board member
- Honor-A-Mentor Scholarship Review Committee, which consists of a chair and three appointed association presidents

## **RESIGNATIONS**

Resignations must be made in writing to the President.

## **DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS INCLUDE, BUT ARE NOT LIMITED TO, ITEMS LISTED BELOW.**

### **Coordinator of Personal Development Ministries shall:**

- identify and develop resources related to this area of ministry, which is designed to provide opportunities for each woman and girl to become and develop as God’s person: deepening her faith, developing her gifts, and becoming a more effective Christian disciple and steward;
- encourage the inclusion of these ministries in programs and activities;
- serve on the Executive Committee and Conference Planning Committee;
- chair the Personal Development Ministries Working Group, which includes the Young Adult Women’s Ministries, Conference and Editor Associates, and assigned association presidents;
- assume Love Gift Associate responsibilities effective 9/1/17
  - in cooperation with the Personal Development Ministries Working Group, recommend a Love Gift goal at the Spring Board Meeting. The recommended goal will be brought to the Annual Meeting at conference for final approval;
  - present the challenge goal and make suggestions for ways to promote and raise the funds for the Love Gift for American Baptist Missions;
- give guidance to counterparts.

### **Coordinator of Church and Community Ministries shall:**

- identify and develop resources related to this area of ministry, which is designed to provide opportunities for each woman and girl to build God’s faith community: developing relationships with one another, with girls and women of all ages, with their own families and our American Baptist family, with women and men in professional church leadership, and with our brothers and sisters of other denominations;
- encourage women to find opportunities to serve their communities by studying issues of concern and involving themselves in meeting the physical and spiritual needs of others in their homes and communities;
- where possible, encourage the inclusion of these ministries in programs and activities;
- serve on the Executive Committee and Conference Planning Committee;
- chair the Church and Community Ministries working group which includes the associates for scholarship (to be eliminated 9/1/20), historian and webmaster/technology, and assigned association presidents;
- assume Scholarship Associate responsibilities below effective 9/1/20
  - in cooperation with the Church & Community Ministries Working Group, recommend the number and amount of scholarships to be awarded each year based on the Mary Gates Atkinson Scholarship guidelines;
  - work with the financial aid director of the approved institutions in the selection of students;
  - plan and promote the scholarship program and distribute names to association counterparts; any promotion costs are paid from the funds received for scholarships;
  - promote student awareness and concerns;
- give guidance to counterparts.

**Coordinator of Mission and Service Ministries shall:**

- identify and develop resources related to this area of ministry, which is designed to provide opportunities for each woman and girl to serve God’s world: 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;
- encourage the inclusion of these ministries in programs and activities;
- promote national and global issues;
- promote the annual mission-study theme(s);
- promote the mission through Baptist Women’s Day of Prayer (1<sup>st</sup> Monday in Nov.) and projects with the Church World Service community and world relief;
- encourage participation of women in mission tours, mission trips, and support mission projects;
- serve on the Executive Committee and Conference Planning Committee;
- chair the Missions and Service Ministries Working Group, which includes the associates for Special Interest Missionaries/Refit (to be eliminated 9/1/19) and Project, and assigned association presidents;

- solicit project proposals and facilitate the selection of a recommended annual project by the working group at the Spring Board Meeting. Present this project to the board for approval. (Upon the approval of the Board of Directors of ABCCR, it will be brought to the AB Women's Ministries CR Annual Meeting at conference for final approval.);
- assume White Cross Associate responsibilities effective 9/1/17
  - facilitate the selection of White Cross requests for board approval, and distribute requests to the Association White Cross Associates;
  - promote and provide education concerning White Cross;
  - file necessary reports in a timely manner;
- assume Special Interest Missionaries & Refit Associate responsibilities effective 9/1/19
  - keep churches informed about missionaries and their fields;
  - strive to strengthen the relationship between missionaries and the women of the region;
  - encourage refit contributions;
- give guidance to counterparts.

**Coordinator(s) of AB GIRLS shall:**

- identify and develop resources related to this area of ministry, which is designed to provide opportunities for girls to become and develop as God's person;
- serve in rotation on the Executive Committee as representative of all AB GIRLS coordinators;
- plan the AB GIRLS annual gathering(s);
- coordinate the AB GIRLS Silent Auction at conference;
- promote and provide education concerning AB GIRLS;
- chair the AB GIRLS working group, which includes assigned association presidents;
- give guidance and encouragement to counterparts.

**Conference Associate shall:**

- serve as Conference Associate Intern for one year prior to becoming Conference Associate;
- chair the conference planning committee, which includes appointed conference geographic representatives, the President, coordinators (except AB GIRLS, who are planning their own gathering), and others whom the President designates to be on the committee (i.e. associate of Young Adult Women's Ministries and Webmaster/Technology);
- plan and execute all conference arrangements;
- approve all expenses to be paid from conference receipts;
- serve with the Personal Development Ministries Working Group.

**Conference Associate Intern shall:**

- serve one year as Conference Associate Intern before serving one year as Conference Associate;
- serve as a member of the Conference planning committee, assist the Conference Associate in planning and executing all conference arrangements, as requested;
- serve with the Personal Development Ministries Working Group.

**Editor Associate shall:**

- provide schedule of articles for *Central Region Life* and *Central Connection*, and remind as necessary;
- receive, edit, and arrange articles for publication in the *Central Connection*;
- coordinate distribution of the *Central Connection*;
- receive subscription monies and pay expenses for publication;
- maintain subscription lists for *Central Connection*;
- give an annual list of complimentary copies of *Central Connection* to the Officers for evaluation;
- serve with the Personal Development Ministries Working Group.

**Historian Associate shall:**

- maintain a current historical file of American Baptist Women's Ministries CR;
- advise membership of the deaths of former board members;
- keep an updated inventory of historical items stored at the ABCCR office;
- prepare a history book when directed by the Board;
- promote the sale of these history books to recover cost of production;
- serve with the Church and Community Ministries Working Group.

**Project Associate shall:**

- be responsible for procuring information about the annual project of American Baptist Women's Ministries CR;
- arrange for an interesting and informational digital presentation that promotes the Annual Project, no later than ABCCR Annual Gathering luncheon, and distribute to association counterparts;
- develop additional promotional materials;
- serve with the Mission and Service Ministries Working Group;
- give guidance to counterparts.

**Webmaster/Technology Associate shall:**

- maintain the ABWCR website <https://abw-cr.squarespace.com> and contribute to the ABWCR facebook page: [https://www.facebook.com/American-Baptist-Women-of-the-Central-Region-111153218940402/?ref=br\\_tf](https://www.facebook.com/American-Baptist-Women-of-the-Central-Region-111153218940402/?ref=br_tf) ;
- provide technical services for Board meetings and Summer Conference;
- assist and provide technical services to board members and all AB women as requested;

- assist the Editor Associate with *Central Connection* digital subscription mailing list and distribute each publication electronically when received from the Editor Associate;
- serve on the Conference Committee providing technical knowledge and website exposure for Summer Conference, and other assigned responsibilities;
- coordinate with board members information for website pages;
- serve on the Church & Community Ministries Working Group.

**Young Adult Women’s Ministries Associate shall:**

- stay informed about young women’s issues and share recommended resources such as books, articles, websites or other media selections; including any content on the American Baptist Women’s Ministries website that relates to young women or ministry with young women;
- give leadership to identify, develop, and provide opportunities for young women to:
  - worship God
  - grow spiritually
  - develop spiritual gifts
  - care for one another
  - reach out to others;
- plan and implement ways to learn about young adult women’s ministries in our American Baptist congregations, give input and feedback on relevant activities for young adult women to event planning groups (i.e. regional and national conferences, mission encounter tours), and encourage young women to participate in these activities and events;
- encourage qualified young women to complete biographical data forms for the nominating committee’s consideration;
- promote and encourage young women’s ministries in the *Central Connection* and *Central Region Life*;
- attend an event or conference designed specifically for young adults at least once during her term;
- relate to the national coordinator of Young Adult Women’s Ministries and association counterparts;
- serve on the Personal Development Ministries Working Group.

**EXECUTIVE COMMITTEE MEMBERSHIP**

The Executive Committee shall consist of Officers and elected Coordinators – Personal Development Ministries, Church and Community Ministries, Mission and Service Ministries, and one representative of the AB GIRLS Co-Coordinators.

**BOARD MEMBERSHIP**

Board shall consist of the Officers, elected board members, appointed associates, American Baptist Women's Ministries association presidents or designated representatives, and others designated in the **Standing Rules**.

### **CONFERENCE PLANNING COMMITTEE MEMBERSHIP**

Membership of the Conference Planning Committee shall consist of appointed conference geographic representatives, President, Coordinators (except AB GIRLS), and others whom the President designates to be on the committee (i.e. Associate of Young Adult Women's Ministries and Webmaster/Technology).

### **NOMINATING COMMITTEE MEMBERSHIP**

Membership of the Nominating Committee shall consist of two association presidents from different associations and one appointed board member.

### **HONOR-A-MENTOR (H-A-M) SCHOLARSHIP REVIEW COMMITTEE MEMBERSHIP**

Membership of the Honor-A-Mentor (H-A-M) Scholarship Review Committee shall consist of a chair and three appointed association presidents.

### **BUDGET AND EXPENSES**

The President shall request budget recommendations from the working groups for consideration by the Executive Committee prior to the presentation of the budget at the Spring Board Meeting.

**Travel Expenses** at a rate of \$.14 per mile plus toll charges for each car, with a bonus of \$.01 per passenger from point of pickup, shall be paid for all board members to attend two board meetings. Incoming members' travel shall be paid to and from the board meeting prior to beginning her term of office.

- Above rates also apply for Executive Committee and Conference Committee meetings.

**Meals and Lodging** shall be provided for board members for the two meetings. If a private room is requested, there will be a charge. If a board member prefers a motel, it is at their personal expense.

- As necessary, meals and lodging are provided for committee and task force members attending required meetings. No meals or lodging shall be paid while in route.

### **Conference Allowances**

- Meals and lodging shall be paid for guest speakers. Mileage and honorariums shall be paid at the discretion of the Conference Committee.
- No expenses shall be paid for program participation of American Baptist Women's Ministries CR members, unless specified in the Standing Rules or when deemed necessary by the Conference Committee.
- Remaining conference funds shall be left in the general fund, set aside for future conference expenses.

### **President's Expenses:**

- Expenses to the national American Baptist Women's Ministries Board Meeting and Conference shall be reimbursed as allowed in the budget for registration, board, and lodging. Travel expenses shall follow the National Board Guidelines.

### **Administrative and Promotional Expenses:**

- Each member of the board will receive an American Baptist Women's Ministries CR directory.
- American Baptist Women's Ministries stationery is ordered by the administrative working group, and shall be available at all board meetings. *Responsibility for this to be determined by the President.*
- The officers will evaluate the list of complimentary copies of the *Central Connection* annually to determine if changes should be made.

### **Gifts:**

- Upon notification of the death of a present board member, or a former American Baptist Women's Ministries CR President, the American Baptist Women's Ministries CR treasurer shall send a memorial gift of at least \$25.00 to the national American Baptist Women's Ministries Women and Girls Mission Fund in her memory.

### **AMENDMENTS**

These standing rules may be amended by a two-thirds (2/3) affirmative vote of the Board at any meeting. Written notice of the proposed amendment and intention to offer it for approval shall be distributed to each board member not less than twenty (20) days, or more than fifty (50) days, before the meeting the amendment will be voted on.

Revised:

October 2007

August 2009

May 2012

May 2017