

## **SECTION VIII. AFRICAN METHODIST EPISCOPAL WOMEN IN MINISTRY: BYLAWS**

### **ARTICLE I – NAME**

This organization shall be known as the African Methodist Episcopal Women in Ministry (AME/WIM).

### **ARTICLE II – MISSION AND OBJECTIVES**

Section 1. Mission. The mission of the AME/WIM is to define, enhance, support and expand the presence of women in ministry in leadership in the African Methodist Episcopal (AME) Church.

Section 2. Objectives. The purpose of AME/WIM is to meet and further the following objectives:

- a. To recognize and support women in ministry as an essential part of the leadership of the AME Church.
- b. To raise the consciousness of the AME Church on issues important to women.
- c. To address and eradicate sexism in the AME Church.
- d. To advocate for and work to expand leadership opportunities for women in ministry at every level of the AME Church.
- e. To support women in the pastoral ministry.
- f. To support women in specialized ministries including but not limited to: chaplaincy, writing, teaching, counseling, research, prison, youth, geriatric, singles, street, health care, family/life relations, music, homeless, HIV/AIDS and religious education ministries.
- g. To encourage academic training for the ministry.
- h. To sponsor a Connectional conference at least once during each Quadrennium.
- i. To support and provide assistance and outreach to women in ministry in the Fourteenth through Twentieth Episcopal Districts.
- j. To compile a complete and accurate record of all women in ministry in the AME church.
- k. To foster and develop relationships with people and entities that will assist in furthering the objectives described herein.

### **ARTICLE III – MEMBERS**

Section 1. Membership. The categories of membership shall be:

- a. Full Membership: for women ordained to the itinerant ministry. They shall be eligible to vote and to hold most offices. [See eligibility chart]
- b. Local Membership: for women ordained to the local ministry, licensed evangelists, and licensed exhorters. They shall be eligible to vote and to hold some offices. [See eligibility chart]
- c. Advisory Membership: for superannuates who have retired from active service in the itinerant or local ministry. They shall be eligible to vote but not to hold office.
- d. Student/Licentiate Membership: for women enrolled in an institution of higher education on a full time basis and/or women licensed to preach and preparing for ordination. Licentiate are not entitled to vote or hold office unless within a

Campus Ministry. [See Election Eligibility Chart]. Ordained Clergy are eligible to vote.

e. Associate Membership: for male clergy and laity who are supportive of AME/WIM. They shall not be eligible to vote or to hold office.

f. All persons seeking membership must be in good and regular standing in their local churches and Annual Conferences as defined by The Doctrine and Discipline of the AME Church. Good and regular standing for women in ministry shall include the payment of dues on the Connectional, District and Annual Conference levels  
Section 2. Dues. Connectional dues for Districts One through Thirteen shall be:

1. Full Membership = \$30.00
2. Local Membership = \$20.00
3. Advisory Membership = \$15.00
4. Student/Licentiate Membership = \$15.00
5. Associate Membership = \$20.00

Connectional dues and the names of members shall be sent to the Connectional Financial Secretary and copies of the names shall be sent to the Connectional President, Third Vice President and General Secretary.

AME/WIM in Districts Fourteen through Twenty shall establish a comparable and affordable amount for the five membership categories. Full records of dues received and membership shall be reported to the Connectional President, Third Vice President, and Secretary, but the dues shall be made payable to and retained by the AME/WIM District collecting the same and used for operational expenses of AME/WIM.

Dues shall be paid annually to the Connectional Executive Board, the Episcopal District, the Annual Conference and, if applicable, to the presiding elder district conference branch of the annual conference. Connectional dues must be received by the Treasurer no later than May 31st. Each Episcopal District shall select an annual date on which dues are paid on the Connectional and the Episcopal District level. The time for payment of dues to the Annual Conference and the Presiding Elder Districts shall be determined by the respective conferences. Upon payment of dues, each member will receive a membership card. Payment of dues will entitle members to the Connectional newsletter.

The amount of annual membership dues at the Episcopal District, Annual Conference, Presiding Elder District, and Campus Ministry levels shall be determined by the respective Executive Boards and the general membership but in no case shall the amount exceed the connectional level.

Section 3. Official Roll. The records of the Connectional Third Vice President, General Secretary and Financial Secretary shall constitute the official roll of women in ministry.

Section 4. Termination of Membership. Termination of membership shall be: a) at the request of a member; b) removal from the Annual Conference Roll as per the Doctrine and Discipline of the African Methodist Episcopal Church.

Section 5. Eligibility for Office. Any AME/WIM in good standing as defined by the Bylaws of AME/WIM and the Doctrine and Discipline of the African Methodist Episcopal Church is eligible to hold office except as specifically stated herein.

She is to be familiar with AME discipline and polity and shall abide by the same. The AME/WIM Election Eligibility Chart attached hereto details the eligibility criteria for each office, and is incorporated by reference herein.

No person who shall reach retirement age before the end of the Quadrennium shall be eligible to run for office.

An officer who has been appointed or elected during the interim of a four-year term, who has served for at least two years and one month, shall be deemed to have completed a full term of service. She shall not be eligible to serve more than one additional four-year term in the same office.

Any itinerant minister in good standing who is transferred or moves to a new District and/or Annual Conference is eligible to hold office if duly elected, provided she was in good and regular standing with AME/WIM on the Connectional, Episcopal District and Annual Conference levels for two years prior to the transfer. There shall be no requisite waiting period for holding office.

#### **ARTICLE IV – ORGANIZATION**

Organization will be according to the structure of the African Methodist Episcopal Church, i.e. Connectional, Episcopal District, Annual Conference and (where applicable) Presiding Elder District levels.

#### **ARTICLE V – ELECTIONS COMMITTEE**

Elections for all offices within AME/WIM will be conducted by an elections committee who shall be appointed by the incumbent Executive Board to work with the nominating committee to ensure smooth, free and fair elections.

The elections committee will be responsible for:

- A. Presiding over the election process;
- B. Overseeing the execution of the election process;
- C. Preparing an official election ballot;
- D. Maintaining sole responsibility for the safekeeping of the ballot box, ballots and voter registry
- E. Certifying and announcing the official election results;
- F. Accepting, reviewing, and deciding any contest to the election process or results.

#### **ARTICLE VI – CONNECTIONAL EXECUTIVE BOARD**

Section 1. Composition of Connectional AME/WIM Executive Board. AME/WIM shall be managed by an Executive Board. Members of the Connectional Executive Board shall consist of: President, First Vice President, Second Vice President, Third Vice President, General Secretary, Financial Secretary, Corresponding Secretary, Treasurer, Statistician, Herstorlographer, Worship Director, and a Central/Southern Africa Coordinator. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by AME/WIM.

Section 2. Election and Term of Office for Connectional Officers. At the seat of the General Conference, AME/WIM shall meet to elect the officers of the Connectional Executive Board. No member shall be nominated or elected at the Connectional level unless she has been a full member in good and regular standing for at least two (2) years immediately preceding the General Conference.

The term of office shall be one Quadrennium and no officer shall serve in the same office for more than two (2) consecutive Quadrenniums. Each officer of the Executive Board shall hold office until the expiration of the term for which she is elected or until her death, superannuation, resignation or removal.

Officers elected to the Executive Board shall not hold any other office in AME/WIM. She shall surrender any other offices held in AME/WIM no later than September 15th following her election at the General Conference. Accepting a position on the Episcopal District, Annual Conference or Presiding Elder District Board shall result in an immediate surrender of their office on the Executive Board. Said surrender of office must take place no later than the seat of the next Bishops Council meeting following said election to office.

Section 3. Membership Committee. A membership committee under the direction of the Third Vice President, General Secretary and Financial Secretary, shall compose a list of members eligible to vote to elect the Executive Board.

To be eligible to vote, members shall have paid dues for at least one (1) year immediately preceding the General Conference and the dues must be received no later than May 31st the year of the General Conference.

Section 4. Voting. Election of officers of the Connectional Executive Board shall be by private ballot and shall be conducted by an elections committee as described in Article V. Each officer shall be elected by a majority vote of the membership present at the election of officers at the seat of the General Conference.

Section 5. Transfer of Records. The transfer of records, minutes etc. shall be completed by the 30th day of September following the General Conference.

Section 6. Installation. Installation of Executive Board members shall take place as part of the annual worship service of AME/WIM at the site of the annual Bishops Council and General Board meeting in June of the year following the General Conference. Installation is a ceremonial act.

Section 7. Newly Created Offices and Vacancies. Newly created offices of the Executive Board and vacancies among the Executive Board for any reason may be filled by vote of a majority of the Executive Board members then in office. The Executive Board members so elected shall serve until the next general meeting of AME/WIM.

Section 8. Resignations. Any Board member may resign from office at any time by delivering a resignation in writing to the president, and the acceptance of such resignation, unless required by the terms thereof, shall not be necessary to make such resignation effective. If the President tenders the resignation, said resignation should be tendered to the First Vice-president and the Executive Board. Oral resignations may only be accepted when they occur at an Executive Board meeting with the majority of members present. The Secretary must record the oral resignation as part of the official business of the meeting.

Section 9. Removal. Any Board member elected by members of AME/WIM may be removed for cause by a majority vote of the entire Board, at any special meeting of the Board called for that purpose; or without cause, by vote of the general membership. Removal for cause may include but is not limited to a breach of a fiduciary duty as an officer, removal from the Annual Conference roll, retirement from active ministry, missing three (3) consecutive meetings without being excused, abuse of power, conviction after

trial of violation of any laws of the Doctrine and Discipline of the AME Church and felony convictions in any state or province.

Section 10. Meetings. The election meeting of AME/WIM shall be held Quadrennially at the seat of the General Conference. The annual meeting of AME/WIM shall be held during the Bishops Council meeting.

Section 11. Quorum and Voting. Voting privileges in AME/WIM shall be confined and restricted to persons set forth under Article III.

No person shall be entitled to more than one (1) vote on an issue or matter in AME/WIM, and must be personally present to exercise such privilege. No proxy or absentee voting shall be permitted. The Executive Board shall have two thirds of its members/officers present to constitute a quorum for voting. A quorum for the election of officers to the Connectional Executive Board at the seat of the General Conference shall consist of a majority of the eligible voters present at the time of elections of the Executive Board.

Section 12. Nominations: The nomination of officers shall be governed by the ad hoc Nominating Committee appointed by the Executive Board. The Nominating Committee shall be appointed no later than the seat of the Bishops Council one year prior to the General Conference.

The Nominating Committee shall consist of three to five persons. At least two persons shall be the Consultants to the Executive Board. The other persons shall be full members or advisory members of AME/WIM in good and regular standing. Members of the nominating committee shall be ineligible for nomination by the committee for any position to be filled on the Executive Board.

Recommendations and nominations for office to the Executive Board must be submitted no later than February 11th during the year of the General Conference. Recommendations and nominations will not be accepted at the seat of the General Conference. Persons nominated to run for Executive Board office must be present at the time and place of the election meeting in order to be elected.

Section 13. President: Powers and Duties. The President shall preside over the Connectional Executive Board of AME/WIM and shall be an ex officio member of all committees except the nominating or elections committee. She shall work with the Executive Board to coordinate the twenty Episcopal Districts; develop policy; plan for conferences; and provide general oversight of the general operations of AME/WIM. She shall facilitate ecumenical relationships that support the Mission and Objectives of AME/WIM.

The President is accountable to the other elected members of the Executive Board, the general membership of AME/WIM, the Commission on Women in Ministry, the General Board and the General Conference.

Section 14. First Vice President: Powers and Duties. The First Vice President shall preside in the absence of the President and shall assist the President in all of her duties. She shall chair the Programs Committee responsible for all programming for Connectional AME/WIM.

She will serve as a programming resource and guide for the Episcopal District Presidents. She must report quarterly to the President and Executive Board on the status of each Episcopal District and overall programming for AME/WIM.

Section 15. **Second Vice President: Powers and Duties.** The Second Vice President shall preside in the absence of the President and the First Vice President and shall assist them both in their duties. She shall be responsible for Bylaws, legislation, and parliamentary procedure. She shall chair the Bylaws and Legislation Committee. She will serve as a Bylaws and Legislation resource to the Episcopal District Presidents and report quarterly to the President and Executive Board.

Section 16. **Third Vice President: Powers and Duties.** Third Vice President shall preside in the absence of the President, First Vice President and Second Vice President. She shall be responsible for membership recruitment and retention. She will maintain an accurate directory of all members of AME/WIM. She will serve as a Membership resource. She shall chair the Membership Committee and report quarterly to the President and Executive Board.

Section 17. **General Secretary: Powers and Duties.** The General Secretary shall keep records of all proceedings, meetings, correspondence and matters essential to AME/WIM. She shall keep a record of all members. By the 30th day of September following the General Conference, she shall ensure said records are transferred to the Herstorlographer for AME/WIM. She shall preside over any call meetings and executive meetings in the absence of the President, First Vice President, Second Vice President, and Third Vice President.

Section 18. **Communication Secretary: Powers and Duties.** She shall be responsible for all correspondence including social media. She shall send out to the membership a notice of each meeting. She shall conduct the general correspondence of the organization including distribution of the newsletter, maintenance of the website and all other electronic distributions.

Section 19. **Financial Secretary: Powers and Duties.** The Financial Secretary shall be responsible for the maintenance of account records. She shall maintain a list of all dues-paying members. She shall record all monies (income and expenditures) for the quadrennial and report the same to the Executive Board. She and the treasurer shall be accurate in the record of all monies received and spent and shall ensure compliance with our written financial policies. She shall provide a monthly financial report to the President and Executive Board; and she must provide quarterly written acknowledgement to each. Episcopal District President, Third Vice Presidents, Financial Secretary and Treasurer.

Section 20. **Treasurer: Powers and Duties.** The Treasurer shall be entrusted with the custody of all AME/WIM funds. She shall be bonded for a sum sufficient to protect the society from loss. She shall receive and deposit all dues, donations, sales, proceeds from events, and any other miscellaneous income of AME/WIM. She shall co-sign all checks with the President and/or General Secretary. She shall work with the President and Financial Secretary to prepare a budget to be passed by the full Executive Board. She shall ensure compliance with our written financial policies. The Treasurer shall chair the Budget and Finance Committee.

Section 21. **Statistician: Powers and Duties.** Shall design surveys, census, reporting forms and polls to collect information and summarize useful data regarding women in ministry in the AME Church. She shall report such data to the Commission on Women In Ministry and Connectional Executive Board. She shall work with the Connectional CIO, Connectional AME/WIM Third Vice President, Connectional Financial Secretary and AME/WIM Episcopal District officers.

Section 22. **Herstorlographer: Powers and Duties.** Shall prepare a narrative account of the WIM activities during her term of office, which, when approved by the general membership, will become a permanent part of the herstorical record of WIM. She shall research, gather, record and make available herstorical and other information on AME/WIM and on women in ministry. The Herstorlographer shall coordinate with the Herstorlographers on the Episcopal District, Annual Conference and Presiding Elder District levels to provide a comprehensive library on women in ministry and the status and role of women in ministry in the African Methodist Episcopal Church. Before the 30th day of September following the General Conference, she shall be responsible for the transfer of all original copies of records to the President and Executive Board.

Section 23. **Director of Liturgy & Worship: Powers and Duties.** The Director of Liturgy & Worship shall be familiar with the concept of intentional and innovative worship experiences, and spiritual formation, and shall encourage the church to use gender-inclusive language. She shall work with the First Vice President in the worship component of all programming of all gatherings, conferences, and workshops convened on the Connectional level. She shall chair the Worship Committee and shall share her gifts with the Worship Leaders in the Episcopal Districts. Shall connect with Episcopal District Director of Liturgy & Worship.

Section 24. **Central/South African Coordinator: Powers and Duties.** The Central/Southern Africa Coordinator shall serve as a liaison with the Connectional President and resource for the Episcopal District Presidents in the Fifteenth, Seventeenth, Eighteenth, Nineteenth and Twentieth Episcopal Districts and shall serve as a resource to the Global Assistance Committee. The Central/Southern Africa Coordinator shall be a member of one of the Episcopal districts in Central and Southern Africa.

Responsible resource for global quadrennial conference.

#### **ARTICLE VII – ADVISORS AND CONSULTANTS**

Section 1. Powers. The President with the consensus of the Executive Board and Commission on Women in Ministry Chairperson, from time to time shall appoint consultants and/or advisors to AME/WIM. Each such consultant or advisor shall hold office at the pleasure of the Board, and shall have such authority and obligations as the Board may from time to time determine. No advisor or consultant shall be given voting power on the Executive Board.

Section 2. No Compensation. No consultant/advisor shall receive any salary, compensation or emolument for any service rendered to AME/WIM, except that the Executive Board may authorize reimbursement of expenditures reasonably incurred on behalf of and for the benefit of AME/WIM.

#### **ARTICLE – VIII COMMITTEES**

Section 1. Committees of the Executive Board. The Board may, by resolution adopted by a majority of the entire Board, establish and appoint other standing committees. The President shall appoint the chairperson of each committee. Each committee so appointed shall consist of three or more members, and shall have all the authority of the Board except as to the following matters:

- a. The filling of vacancies on the Board or on any committee.
- b. The amendment or repeal of the by-laws or the adoption of new by-laws.
- c. The amendment or repeal of any resolution of the Board which by its terms shall not be amended or repealed.
- d. The fixing of compensation of Board members for serving on the Board or any committee.

Special committees may be appointed by the President with the consent of the Board and shall have only the powers specifically delegated to them by the Board.

Section 2. Committees of AME/WIM. The Board or the members may create committees of AME/WIM. Committees created by the Board shall be appointed by the President with the consent of the Board. Committees created by the members shall be elected by the members, unless the members authorize the President to appoint said committees with the consent of the Board.

#### **ARTICLE IX – ACCOUNTS AND INVESTMENTS**

Section 1. Contracts, Checks, Bank Accounts. The Executive Board is authorized to select such depositories as it shall deem proper for the funds of AME/WIM and shall determine who shall be authorized in the organizations behalf to sign bills, notes, receipts, acceptances, endorsements, checks, releases, contracts and documents.

Section 2. Investments. The funds of AME/WIM may be retained in whole or in part in cash or be invested and reinvested from time to time in such property, real, personal or otherwise, including stocks, bonds or other securities for the benefit of AME/WIM, as the Executive Board may deem desirable.

Section 3. Expenditures. No officer of the Executive Board can authorize expenditures over one thousand (\$1,000.00) dollars without the approval of the majority of the Executive Board.

#### **ARTICLE X – OFFICE AND BOOKS**

Section 1. Office. The office of AME/WIM shall be located at such place as the Executive Board may from time to time determine.

Section 2. Books. There shall be kept at the office of AME/WIM correct books of amount of the activities and transactions of AME/WIM including a minute book, which shall contain a copy of the current bylaws, a copy of any resolutions passed by the Board or general membership, and all minutes of meetings of the Executive Board.

Section 3. Incorporation. Any Episcopal District or other branch of AME/WIM wishing to incorporate must first seek the approval of the Connectional Executive Board of AME/WIM. The 2nd Vice President for AME/WIM will work with the person responsible for preparing the incorporation documents to ensure that they comply with the Bylaws of AME/WIM.

#### **ARTICLE XI – FISCAL YEAR**

The fiscal year of AME/WIM shall be June 1 to May 31.



## **ARTICLE XII – AMENDMENTS**

These Bylaws may be amended by the affirmative vote of a majority of the entire Executive Board at any meeting of the Executive Board, or by the members of AME/WIM at a meeting duly called for the purpose of amending the Bylaws. Notice of the proposed amendment must be included in the notice of meeting. No amendment to the Bylaws shall become effective until approved by the General Conference of the African Methodist Episcopal Church.

## **ARTICLE XIII – EPISCOPAL DISTRICT**

Section 1. Each Episcopal District shall elect a President and Executive Board within six (6) months following each General Conference. The Executive Board in each Episcopal District shall be composed of the following officers: President, First Vice President, Second Vice President, Secretary, Financial Secretary, Treasurer, Worship Leader and Herstorlographer. Annual Conference Coordinators shall serve as ex-officio members of the Executive Board.

The term of office shall be four years. No officer shall serve in the same position for more than two consecutive terms. Service for two years and one month during one term shall constitute a complete term for purposes of evaluating eligibility.

To be eligible for office, nominees must be itinerant elders who have been members of AME/WIM in good standing for at least two years prior to nomination. Written notice of the date, time and place of the election must be provided to all women in ministry within the Episcopal District at least 60 days in advance of the election. When possible, the election should be held at the site of an Episcopal District meeting to allow for as much participation as possible.

The Episcopal District Executive Board shall meet quarterly and shall meet with the women in ministry in the Episcopal District at least twice a year.

Section 2. Episcopal District President. The Episcopal District President shall work to achieve the mission and goals of AME/WIM and to carry out the vision of the Connectional President and Executive Board of AME/WIM. Her duties include but are not limited to:

- becoming familiar with AME discipline and polity, parliamentary procedure, and AME/WIM objectives and bylaws;

- coordinating the membership in all Annual Conferences to assure organization by supervising the Annual Conference Coordinators and encouraging all licensed evangelists, exhorters, preachers and clergy to become members of AME/WIM

- submitting biannual reports to the Connectional President, Third Vice President and General Secretary;

- ensuring that Connectional dues and names of members are timely submitted to the Connectional Financial Secretary;

- presiding over Episcopal District board meetings.

- keeping accurate records including but not limited to: a minute book, which shall contain a copy of these Bylaws, the minutes of all Episcopal District Executive Board meetings and elections, and copies of all meeting notices; and an accurate record of all dues paying members

The Episcopal District President must attend at least one AME/WIM Connectional event each quadrennial.

Section 3. First Vice President. The First Vice President of the Episcopal District shall preside in the absence of the President. She shall work closely with the President to plan programming for the district. She shall help the President in identifying all women who are ministers within the Episcopal District and assist the President in all her duties. She shall be familiar with AME discipline and polity, parliamentary procedure, and AME/WIM objectives and by-laws.

Section 4. Second Vice President. The Second Vice President shall preside in the absence of the President and First Vice President. She shall work with the Annual Conference Coordinators to monitor financial issues and Treasurer's reports. She shall supervise public relations and dissemination of information concerning applicable dates and events. She shall act as parliamentarian.

Section 5. Secretary. The Secretary shall keep minutes of the Executive Board and Episcopal District meetings, and send correspondence to Board members. She shall maintain a minute book containing minutes from all meetings of the District Executive Board and General Membership meetings, Bylaws, copies of all meeting notices; and an accurate record of all dues paying members.

Section 6. Financial Secretary. The Financial Secretary shall keep a record of all Connectional and Episcopal District membership dues paid in the Episcopal District. She shall receive a list of all dues-paying members from the Annual Conferences and (if applicable) Presiding Elder Districts. She shall forward all Connectional dues to the Financial Secretary of the Connectional Executive Board.

Section 7. Treasurer. The Treasurer shall open an account for the Episcopal District Executive Board. She shall be responsible to work out a budget with Board approval. The budget should reflect the source and amounts of all anticipated income and expenses and shall be approved by the District Executive Board.

Section 8. Statistician. Power and Duties. Shall distribute and receive surveys, census, reporting forms and polls for the purpose of collecting information and summarizing useful data regarding women in ministry in the AME Church. She shall report such data to the Episcopal District, Connectional Executive Board. She shall work with members of her Episcopal District and the Annual Conference Statistician.

Section 9. Worship Leader. The Worship Leader shall be familiar with the concept of intentional and innovative worship experiences. She should be familiar with inclusive language promote the use of the same during all WIM worship services. She shall encourage all others members to be conscious of gender domination in the language of worship. She will be responsible with the First Vice President for all AME/WIM worship services at Episcopal District level conferences and gatherings.

Section 10. Herstorlographer. The Herstorlographer will collect information on AME/WIM in the Episcopal District and compile a data bank and be a resource for the District. The Herstorlographer shall coordinate with Herstorlographers on all Connectional levels and provide a comprehensive library on women in ministry and the status and role of women in ministry in her Episcopal District. The Herstorlographer should make a

presentation to the Episcopal District AME/WIM at an Episcopal District Meeting at least once a quadrennial on her findings.

Section 11. Newly Created Offices and Vacancies. Newly created offices of the Board and vacancies among the Board for any reason may be filled by vote of a majority of the Board members then in office, and the Board members so elected shall serve until the next general meeting of AME/WIM.

Section 12. Resignations. Any Board member may resign from office at any time by delivering a resignation in writing to the President, and the acceptance of such resignation, unless required by the terms thereof, shall not be necessary to make such resignation effective.

Section 13. Removal. Any Board member elected by members of the Episcopal District WIM may be removed for cause by a majority vote of the entire Board, at any meeting called for that purpose. A board member may be removed without cause only by vote of the general membership of the Episcopal District WIM. A Board member who misses three consecutive Board meetings may be removed from the Board for cause.

Section 14. Committees of the Executive Board. The Board may, by resolution adopted by a majority of the entire Board, establish and appoint executive and other standing committees. The standing committees shall be the standing committees that are in Article VII, Section 3 of AME/WIM Bylaws. The standing committee chairpersons on the Connectional level shall act as advisors and consultants to the District level standing committees.

Special committees may be appointed by the President with the consent of the Board and shall have only the powers specifically delegated to them by the Board.

Section 15. Committees of AME/WIM. The Board or the members may create committees of AME/WIM. Committees created by the Board shall be appointed by the President with the consent of the Board. Committees created by the members shall be elected by the members, unless the members authorize the President to appoint said committees with the consent of the Board.

Section 16. Quorum and Voting. No person(s) shall be entitled to more than one (1) vote on an issue or matter in AME/WIM, and must be personally present to exercise such privilege. No proxy or absentee voting shall be permitted. This applies to voting on all levels.

A quorum for the election of the Executive Board on the Episcopal District level is a majority of the persons present at the time of the properly noticed elections.

Notice Requirement. Notice must be provided to the membership of the District at least 60 days prior to the election. The notice must be in writing and must include the date, time and location for the election. Failure to comply with the notice requirement will automatically nullify the results of any election held in violation thereof.

Nominations: The nomination of officers at a District Meeting shall be governed by an ad hoc nominating committee appointed by the President and Executive Board. The nominating committee shall consist of three to five persons. The five persons on the nominating committee shall be from each of the Annual Conferences in the Episcopal District. Recommendations and nominations for office to the Executive Board must be submitted no later than 45 days prior to the District Meeting. Recommendations and

nominations will not be accepted at the seat of the District Meeting. Persons nominated to run for Executive Board office must be present at the time and place of the election meeting in order to remain on the ballot.

#### **ARTICLE XIV – ANNUAL CONFERENCE LEVEL**

Section 1. Annual Conference. There shall be an Annual Conference Executive Board consisting of the following officers: Conference Coordinator, Assistant Coordinator, Secretary, Financial Secretary, Treasurer and Worship Leader and Herstorlographer. In smaller conferences, there shall be at least three officers: Conference Coordinator, Secretary and Treasurer. Each officer shall become familiar with the Book of Discipline of the AME Church and the current bylaws of AME/WIM.

At a time and place set by the current Annual Conference Executive Board and the District President, the women in ministry in each Annual Conference shall meet annually to elect a Coordinator and Executive Board who shall serve for one year. Nominees must be members of AME/WIM in good standing.

The Annual Conference Executive Board shall meet quarterly and shall meet with the women in ministry in the Annual Conference at least twice a year.

Section 2. Conference Coordinator. The Conference Coordinator shall answer to her Episcopal District President. She shall be an itinerant elder in good and regular standing within the A.M.E. church. She shall coordinate the membership in all presiding elder districts, (where applicable) and assure organization by serving as the Chair at all Annual Conference Executive Board meetings. She shall work to plan activities on the Annual Conference level. She shall encourage all persons to become active members of AME/WIM. She shall coordinate the membership in all Presiding Elder Districts and supervise the elections, finances (where applicable), and work being done therein. She shall work with the membership of the Conference, the Executive Boards on all levels, and the Bishop to achieve the mission and objectives of AME/WIM

She shall keep correct books of the activities and transactions of AME/WIM on the Annual Conference level including a minute book, which shall contain a copy of these bylaws and all minutes of the meetings of the members and of the Annual Conference Board.

Section 3. Assistant Conference Coordinator. The Assistant Conference Coordinator shall preside in the absence of the Conference Coordinator. She shall work closely with the Conference Coordinator to assist in all her duties including program planning and implementation within the Conference. She shall serve as Parliamentarian. She shall monitor financial issues and Treasurers reports. She shall assist with public relations and the dissemination of information within the membership.

Section 4. Secretary. The Secretary shall keep minutes of the Annual Conference Executive Board/Presiding Elder District/Campus Ministry meetings, send correspondence to Board members, disseminate minutes and other relevant information to board members, and send copies of same to the Episcopal District President.

Section 5. Financial Secretary. The Financial Secretary shall keep a record of all membership dues paid on the Annual Conference level. She shall also receive a list of all dues-paying members from the Presiding Elder Districts (where applicable). She will

forward all Connectional and Episcopal District membership dues to the Episcopal District Financial Secretary.

Section 6. Treasurer. The Treasurer shall open an account for the Annual Conference Executive Board. She shall be responsible to work out a budget with Board approval. The budget shall reflect the source and amounts of all anticipated income and expenses.

Section 7. Worship Leader. The Leader must be familiar with the concept of intentional and innovative worship experiences. She should use inclusive language in all WIM liturgy, and encourage all women in ministry to be conscious of gender domination in the language of worship. She will be responsible with the Coordinator and Assistant Coordinator for all AME/WIM worship services at Annual Conference level workshops and gatherings.

Section 8. Herstorlographer. The Herstorlographer will collect information on AME/WIM in the Annual Conference level and compile a data bank of events during her time in office inclusive of the Annual Conference roll and demographics (i.e., number female Presiding Elders, preachers, and conference appointments.) She shall be a resource for the Annual Conference. The Herstorlographer shall coordinate with Herstorlographers on all levels and provide a comprehensive library on women in ministry and the status and role of women in ministry in her Annual Conference. The Herstorlographer should make a presentation to the Women in Ministry of her Conference at the Annual Conference at least once a quadrennial on her findings.

Section 9 - **Newly Created Offices and vacancies**; Section 10 - Resignations; Section 11 Removal; Section 12 - Committees of the Executive Board and Section 13 - Committees of AME/WIM are the same as defined under Episcopal District Level herein.

Nominations: The nomination of officers at an Annual Conference meeting shall be governed by an ad hoc nominating committee. For purposes of Election of the Executive Board, a nominating committee shall be appointed by the Annual Conference Coordinator with the assistance of the Executive Board. The nominating committee shall consist of three to five persons. The members of the nominating committee should be members of each of the Presiding Elder District(s) within the Annual Conference. Members of the nominating committee shall be ineligible for nomination by the committee for any position to be filled. The nominating committee shall be appointed no later than three months prior to the election of the Executive Board. Recommendations and nominations for office to the Executive Board must be submitted no later than 45 days prior to the Annual Meeting. Recommendations and nominations will not be accepted at the seat of the Annual Meeting.

## **ARTICLE XV – PRESIDING ELDER DISTRICT LEVEL**

Section 1. Presiding Elder District. Organization at the Presiding Elder District level is optional. When there are multiple Presiding Elder Districts within an Annual Conference; large numbers of women in concentrated areas; or great distances between women within the Conference; a Presiding Elder District Executive Board of WIM may be organized to assist the Annual Conference & District Executive Boards in carrying out the mission and objectives of AME/WIM within the Episcopal District.

At a time and place set by the current Annual Conference Executive board, the women in ministry in each presiding elder district shall meet annually to elect a Presiding Elder District Coordinator and Executive Board. The Presiding Elder District Executive Board (PE District) shall consist of the District Coordinator, Secretary and Treasurer.

Section 2. District Coordinator. The District Coordinator shall answer to her Conference Coordinator. She shall coordinate the membership in the PE District and assure organization. She shall serve as Chair of the PE District Executive Board meetings. She shall work with the Annual Conference Coordinator to assess the needs of the PE District WIM and to plan for appropriate programming. She shall report to the Annual Conference Executive Board all meeting minutes, funds collected and disbursed, and programming. She shall encourage all people to become members of AME/WIM. She shall maintain the record of all meetings held in the PE District.

Section 3. Secretary. The Secretary shall keep minutes of the PE District Board meetings, send correspondence, disseminate minutes and other relevant information, and send copies of the same to the Conference Coordinator.

Section 4. Treasurer. The Treasurer shall keep a record of all membership dues paid on the PE District level and shall forward all membership dues to the Annual Conference Financial Secretary.

#### **ARTICLE XVI – CAMPUS MINISTRIES**

Section 1. A chapter of AME/WIM may be established on school and/or seminary campuses to facilitate the support and participation of women in ministry in the African Methodist Episcopal Church.

Section 2. The Campus Ministries shall be established with the approval of the District and Annual Conference Executive Boards and the Administration of the respective School or Seminary, and shall operate under the guidance of the Presiding Elder District Coordinator where applicable. If there is no Presiding Elder District Coordinator of AME/WIM, then the Annual Conference Coordinator shall act as Advisor to the Campus Ministry.

Section 3. Campus Ministries. Each Campus Ministry shall have a Campus Coordinator who shall, under the supervision of the Presiding Elder District Coordinator, organize and convene a Campus Ministry Executive Board. At a time and place set by the current Annual Conference Executive Board, the women in ministry in each Campus Ministry shall meet annually to elect a Campus Coordinator. Nominees must be members of AME/WIM in good standing.

Section 4. Campus Executive Board. The Campus Ministry Executive Board shall consist of the Campus Coordinator, Secretary and Treasurer.

Section 4(a). Campus Coordinator. The Campus Coordinator shall:

Work with her Coordinator to carry out the mission and objectives of AME/WIM.

Maintain an accurate record of all meeting minutes and financial transactions, and provide an accurate report the same to the Executive Boards.

Become familiar with the objectives and Bylaws of AME/WIM

Assess and report the needs and visions of the campus membership

Work with the Executive Boards to create responsive programming

Section 4(b) Secretary. The Secretary shall keep the minutes of the Campus Ministry Executive Board meetings, send correspondence, disseminate minutes and other relevant information, and send copies of the same to the Presiding Elder District Coordinator (where applicable).

Section 4(c). Treasurer. The Treasurer shall keep a record of all membership dues and forward said dues to the District Coordinator at the Annual Conference. She shall open an account for the Campus Ministry Board and be responsible to work out a budget for Board approval. The budget shall reflect the source and amounts of anticipated incomes and expenses. The treasurer shall keep a detailed record of income and expenses.

#### **ARTICLE XVII – DEFINITIONS**

WHERE THE BYLAWS OF AME/WIM ARE SILENT, THE MOST RECENT EDITION OF ROBERTS RULES OF ORDER SHALL CONTROL WHEN NOT IN CONFLICT WITH THE OVERALL INTENT OF THE AME/WIM BYLAWS

**AME WIM ELECTION ELIGIBILITY CHART  
2012-2016**

<b>Office</b>	<b>Term Length</b>	<b>Term Limit</b>	<b>Eligibility Requirements</b>
<b>Connectional</b>	4	2	<ul style="list-style-type: none"> <li>-Good Standing 2 consecutive years before election</li> <li>-Comply with Nominating Committee Criteria</li> <li>-Present at time and place of election</li> <li>-Elected by general membership at properly noticed meeting.</li> <li>-President and 1<sup>st</sup> Vice President must be Itinerant Elder, all other officers must be Itinerant Elder or Itinerant Deacon</li> </ul>
<b>Episcopal District</b>	4	2	<ul style="list-style-type: none"> <li>-Good standing 2 consecutive years before election</li> <li>-Comply with Nominating Committee Criteria</li> <li>-Present at time and place of election</li> <li>-Elected by general membership at properly noticed meeting</li> </ul>
<b>Annual Conference</b>	2	4	<ul style="list-style-type: none"> <li>Coordinator and Assistant Coordinator must be Itinerant Elder or Itinerant Deacon</li> <li>-Other officers must be ordained (Itinerant Elder, Itinerant Deacon or Local Elder)</li> <li>-Good standing for at least 1 year before nomination</li> <li>-Comply with Nominating Committee requests</li> <li>-Present at time and place of election</li> <li>-Elected by general membership at properly noticed meeting</li> <li>-Coordinator must be Itinerant Elder when available; otherwise a full or local member of AME/WIM</li> </ul>
<b>Presiding Elder District</b>	1	4	<ul style="list-style-type: none"> <li>Accountable to the Conference Coordinator</li> <li>-Good standing for at least 1 year before nomination</li> <li>-Comply with Nominating Committee Requests</li> <li>-Present at time and place of election</li> <li>Elected by general membership at properly noticed meeting.</li> </ul>
<b>Campus Ministries</b>	1	1	<ul style="list-style-type: none"> <li>-Must be a full, local or student/licentiate member of AME/WIM in good standing</li> <li>-Accountable to the Conference Coordinator that the campus is located within</li> </ul>