

POLICIES AND PROCEDURES
EPISCOPAL CHURCH WOMEN
OF THE DIOCESE OF SOUTH DAKOTA

I Administrative Responsibilities/Job Descriptions

A. Officers

(1) President

- presides at all meetings of the organization
- coordinates the annual special mission projects
- submits annual report to the Diocesan office
- assigns Parliamentarian (optional)

(2) Vice President

- presides at all meetings when the President is absent
- coordinates the Honored/Distinguished Woman program
- coordinates annual Women's Retreat

(3) Secretary

- keeps records of all meetings
- reviews minutes with the President prior to distribution
- distributes minutes
- maintains mailing list of members
- provides copy of minutes to the Diocesan office webmaster for the ECW link on the Diocese website
- coordinates submission of articles for printing in the SD Church News
- prepares list of events and deadlines for the Diocese website ECW link

(4) Treasurer

- receives and distributes all funds except the UTO and CPC offerings
- chairs the Finance Committee
- prepares the annual financial report for inclusion in the President's annual report to the Diocese

B. Parliamentarian (when assigned)

- advises the presiding officer relative to Robert's Rules of Order
- seated next to presiding officer
- role is purely advisory...to the President who makes final ruling

C. Committees

- (1) Scholarship (funds collected mailed to SDECW Treasurer)
- (2) Altar Guild

- collects vestments and paraments for distribution at annual Diocesan meeting
- (3) Annual Mission Project (funds collected mailed to SDECW Treasurer)
 - a. rotates annually (international, companion diocese, SD diocese)
 - b. chaired by President
 - c. prior approval of members required
- (4) UTO Coordinator (funds collected sent to Diocesan office)
- (5) CPC Coordinator (funds collected sent to Diocesan office)
- (6) Nominating and Bylaws
 - presents written report(s) at regular meetings when there is a nomination requirement or proposed bylaws amendment

II Financial Policies

- A. Expenditures
 - All checks written shall be supported by an approved budget or approved by vote of the organization if not included in the budget.
- B. Triennial
 - allotment for attendees (maximum of four) is \$1500 each
 - expense form with receipts to be submitted to the SDECW Treasurer
- C. Honorariums
 - no established amount
 - treasurer to advise availability of funds
 - to be approved by vote of members present
- D. Expense Reimbursement
 - requires prior approval of members or Executive Board
 - receipt(s) to be submitted
- E. Meetings
 - meeting room fee to be paid by organization (estimate in budget)
- F. Special Circumstances
 - contributions to special mission project(s) require organization approval (vote)

III Amendment of Policies and Procedures

These Policies and Procedures may be amended at any regular meeting of the Diocese Episcopal Church Women organization by a two-thirds vote of the members present.

Approved on September 25, 2015, at the Annual Meeting of the Episcopal Church Women of the Diocese of South Dakota held at The Ramkota Inn in Pierre, South Dakota.

Elizabeth Campbell, Secretary