

# Constitution and Bylaws of the National Executive



"The Love of Jesus calls Us"

ANGLICAN CHURCH WOMEN - CANADA

## **Constitution & Bylaws National Executive – Anglican Church Women of Canada**

### **PREAMBLE:**

Anglican Church Women of Canada is a loosely knit fellowship of all women in the Anglican Church of Canada and others who agree with and support the purpose of the Anglican Church Women of Canada. This purpose is: to give the women of the Anglican Church the opportunity to unite in a fellowship of worship, study and service which will lead them into Christian service in the parish, community, diocese, nation, and world. This fellowship is served by a constituted National Executive which shall support the ministry of and shall collate and represent the collective voices of Anglican Church Women of Canada.

### **Constitution and Bylaws of THE NATIONAL EXECUTIVE ANGLICAN CHURCH WOMEN OF CANADA**

#### **I NAME**

The name of the organization shall be The National Executive (National Executive) of the Anglican Church Women of Canada (ACWC).

#### **II PURPOSE**

The Purpose of the National Executive shall be: to provide a national forum and voice for women's ministry in the Anglican Church of Canada; to provide opportunity for its members to share faith and fellowship and to learn from each other; to provide support in their common leadership; to discuss items of common mutual concern and to determine relevant common policies and procedures.

#### **III MEMBERS OF THE NATIONAL EXECUTIVE**

1. Serving Diocesan ACW Presidents and Diocesan Coordinators of Women's Ministry in Integrated Dioceses
2. *(Deleted 2021)*
3. The ACW Chaplain

#### **IV OFFICERS OF THE NATIONAL EXECUTIVE**

1. The officers shall be the President, Vice President, Secretary and Treasurer.
2. The Past President may serve three years (or until replaced) in an advisory capacity.

#### **V COMMITTEES OF THE NATIONAL EXECUTIVE.**

1. Executive Committee
  - a. The Executive Committee shall be comprised of the Officers of the organization. The Executive Committee shall meet at the call of the President. Meetings may be held electronically.
2. Nominating Committee
  - a. The Past President shall chair the Nominating Committee
  - b. Three members shall be elected to the Nominating Committee at the annual meeting.
  - c. The Nominating Committee shall solicit nominations for vacant positions no earlier than four months prior to the annual in-person meeting. *(amended 2021)*
  - d. *(Deleted 2021)*
  - e. Nominations may be made up to one (1) month prior to the annual meeting. *(amended 2021)*
  - f. The Nominating Committee will present the nominations for vacant officer positions to the annual meeting.

3. Standing Committees: From time to time the organization may establish such Standing Committees as may be necessary.
4. Duties of Officers
  - a. President
    - i. shall preside at all meetings and the annual meeting
    - ii. shall submit an annual report to the annual meeting
    - iii. shall be the official representative of the organization
    - iv. shall be ex- officio member of all committees
    - v. shall interpret the constitution
  - b. Vice President
    - i. shall be responsible for public relations
    - ii. shall fulfill the duties of President when necessary
    - iii. shall be prepared to succeed to the office of President
    - iv. shall fulfil other duties as requested by the Executive Committee
  - c. Secretary
    - i. shall be responsible for keeping official records including the minutes of all meetings
    - ii. shall maintain up to date membership lists of the Diocesan Presidents/Coordinators and representatives of women’s ministry in Dioceses without ACW boards
    - iii. shall be responsible for general correspondence of the organization
  - d. Treasurer
    - i. shall be responsible to keep the financial records of the organization
    - ii. shall receive, record, and disburse by cheque all income as authorized
    - iii. shall provide an audited financial statement at the annual meeting
    - iv. shall serve a five (5) year term
    - v. shall prepare, in conjunction with the Executive Officers, a Budget to be presented at the Annual Conference (**Amended 2021**)

#### **VI ELIGIBILITY**

1. Each nominee for an officer shall:
  - a. be in attendance at the conference or be in virtual attendance for the duration of the Elections. (**Amended 2021**)
  - b. shall have previously attended at least one National Conference as a voting member. In the case of Vice President or President, they shall have previously attended at least two National Conferences (**Amended 2015**)
  - c. the recommendation of one of: her Bishop, Diocesan President /Coordinator, or the Ecclesiastical Provincial Representative
  - d. have a reporting relationship into the Diocesan ACW structure
  - e. be an example of Christian life and a worshipping member of her parish

#### **VII TERM OF OFFICE**

The President, Vice President and Past President shall each serve for a term of three (3) years; the Secretary for two (2) years and the Treasurer for five (5) years. No person may serve more than one term in any office and no more than two consecutive terms. The term of officers shall begin immediately after their election and shall continue until their successor is elected. (**Amended 2021**).

The Term of Office of National Treasurer may be extended by an additional year from the current term of 5 years if needed to ensure that the transfer of authority of the Treasurer takes place during an in-person Annual Conference. **(Amended 2024)**

#### **VIII VACANCIES**

1. The Executive Committee shall have the power to fill all vacancies in executive positions with the exception of the President until the next national conference.
2. If the President is in any way unable to fulfill her duties for a period of more than two (2) months, she shall be relieved of her duties. The Vice President shall assume the Presidency until the next National Conference or until the President is able to return to her office.

#### **IX SIGNING AUTHORITY**

Signing authority shall be given to the President Vice President and Treasurer. Any two of these three signatures shall be sufficient **(Amended 2021)**

#### **X ECCLESIASTICAL PROVINCES REPRESENTATIVES**

1. At each National Conference there will be
  - a. One elected representative for each Ecclesiastical Province (EP).
2. Responsibilities:
  - a. to chair the meeting of the EP
  - b. to ensure minutes of the meeting are recorded.
  - c. to present a verbal report during the National Executive Annual Meeting
  - d. to provide a written report to the National Secretary and each of the members of their EP within two (2) months of the Conference to be included in the minutes to be a liaison between the President /National Board and the ACW's of their EP. **(Amended 2016)**

#### **XI CHAPLAIN**

1. The Chaplain is named by the host diocese of the National Executive Annual Meeting (normally the Chaplain to the host Diocesan ACW Board).
2. Duties:
  - a. In consultation with the National President and Meeting Coordinator, prepare worship for the meeting.
  - b. Submit reflections to the National Newsletter
  - c. Provide pastoral services to members attending the meeting
3. Term of Office: one year

#### **XII THE NATIONAL BOARD**

1. Composition
  - a. The members of the Executive Committee
  - b. One representative from each of the four Ecclesiastical Provinces, as elected in a meeting of each Ecclesiastical Province (usually to be held at the Annual National Conference).
  - c. The Chaplain
  - d. The Past President (if serving)
2. Duties
  - a. The Board shall:
    - i. carry out the purpose of the national organization
    - ii. be responsible for managing all funds of the national organization
    - iii. present the budget to the national organization at the annual meeting
    - iv. Assist in planning and enabling the national conference

### **XIII ELECTIONS**

1. Elections are preferred at an in-person Annual National Conference but may be held virtually. **(Amended 2023)**
2. Elections shall be held by secret ballot.
3. Should there be more than two nominees for any office, and no nominee receives a majority of votes on the second ballot, on each succeeding ballot the name of the nominee receiving the least number of votes shall be dropped until one nominee receives a majority vote.

### **XIV THE NATIONAL EXECUTIVE ANNUAL NATIONAL MEETING**

1. The Annual National Meeting of the National Executive shall be held at a time and place determined at the previous annual meeting, or, if deemed appropriate by the Executive Officers, the Meeting may be held virtually. **(Amended 2021)**
  - a. The National Executive Officers may meet prior to the National Presidents' Conference. **(Amended 2016)**
2. The purpose shall be:
  - a. To provide an important network of Christ-centered support for each other, the Church, and the community at large.
  - b. To facilitate and carry out programs that will unite Anglican women in Canada of all ages and cultural backgrounds.
  - c. To provide an opportunity for training, education, and worship.
  - d. To elect officers if the meeting is being held 'in-person' **(Amended 2021)**.
  - e. To receive reports from the National Board.
  - f. To receive the audited financial statement.
3. Voting Members:
  - a. Eligible voting members of the Annual National Meeting shall be:
    - i. The Diocesan ACW President/Coordinator or representative from each of the dioceses in the Anglican Church of Canada. **(Amended 2021)**
    - ii. The National Coordinator/President of women's groups within the Anglican Church of Canada as agreed to by the members at the Annual Meeting.
4. Quorum:
  - a. A quorum shall be two-thirds of the eligible voting members.
5. Extended conference: From time to time the members of the Annual National Meeting may determine to hold a conference to be attended by a broader representation of Anglican Church Women from across Canada. The date, location, and format of such a gathering shall be determined at the Annual National Meeting.

### **XV AMENDMENT OF BY-LAWS**

The by-laws of the organization may be amended by a two-thirds majority vote of eligible voters at the Annual National Meeting, providing written/electronic notice has been given to all delegates at least fifteen (15) days prior to the Annual National Meeting. **(Amended 2016)**

### **XVI NOTWITHSTANDING CLAUSE**

"Notwithstanding any other provision of the Constitution and By-laws of the Anglican Church Women of Canada, if the National Board unanimously decides that some provision of this Constitution cannot be complied with and that it is necessary in the best interests of the ACWC that some action be taken in relation to that matter before the next general meeting of the ACWC, the National Board may then enact a resolution declaring:

- (a) what provision of the Constitution cannot be complied with; and

(b) the action that the National Board members believe must be taken that is contrary to the provisions of this Constitution.

Any action taken through this provision shall be communicated to Diocesan presidents in a timely manner and shall be ratified in a resolution enacted at the next general meeting by a majority of the members present and voting.” ***(Amended 2024)***