

PACIFIC NORTHWEST AMERICAN BAPTIST WOMEN'S MINISTRIES (PNW/ABWM)

STANDING RULES

1. These Standing Rules shall be the official organizational rules, policies, and procedures to implement the Bylaws of the PNW/ABWM organization. These Standing Rules may be amended at any regular or called business meeting by the vote of a simple majority.
2. If there is a conflict between the Bylaws and Standing Rules, the Bylaws supersede the Standing Rules.
3. **PER CAPITA** – Each Pacific Northwest American Baptist Woman will be encouraged to contribute a minimum \$4.00 to the ministry of PNW/ABWMinistries.
4. **FUNDS/INTEREST** – Interest generated from the PNW/ABWMinistries general banking account is to go into the General Fund.
5. **CERTIFICATE OF DEPOSIT INTEREST** – Interest from the Certificate of Deposit, held at the American Baptist Extension Corporation (ABEC). will be used to fund the Education Scholarships provided by PNW/ABWMinistries.
6. **BOARD MEETINGS** – When attending Board Meetings, it is the responsibility of each member to cover her own expenses.
7. **NATIONAL ABW CONFERENCE**- The PNW/ABWMinistries President will receive funds, not to exceed the budgeted amount, to attend the National ABW Conference.
 - a) Receipts will be presented to the PNW/ABWMinistries Treasurer upon completion of the National ABW Conference.
8. **OFFICERS, COORDINATORS, STANDING COMMITTEES, & SPECIAL ASSIGNMENTS CORE RESPONSIBILITIES**
 - a) She prepares to offer training at the Annual PNW/ABWM Conference and at other occasions when requested.
 - b) She answers correspondence promptly.
 - c) She keeps her workbook relevant & current and passes it on to her successor.
 - a) She will pay her own non-budgeted expenses to attend Board Meetings and the Annual PNW/ABWM Conference.

THE WORKBOOK – The Workbook Shall Contain and be continually updated to pass on to their successor:

- a) The Bylaws and Standing Rules of PNW/ABWMinistries
- b) A detailed job description of her position
- c) The budget and current financial reports
- d) Three years PNW/ABWM minutes and other records
- e) Materials and/or emails received pertinent to your position.
- f) A page of helpful suggestions for her successor.

TERMS OF OFFICE

- a) A Board Member may serve two (2) consecutive terms.
- b) Filling a Vacated Position
 - a. One who fills a vacancy of one year or less of an unexpired term shall be eligible for two full terms of office in the same position.
 - b. A woman elected or appointed to fill a vacancy for more than one year of an unexpired term shall be considered to have served one full term.
 - c. The Board has the authority to override the above terms under extenuating circumstances.

ROTATION OF OFFICERS/COORDINATORS

- a) Officers and Coordinators will be elected on the following rotation. The rotation will include one (1) Officer and 1/3rd of the Coordinators serving on the PNW/ABWMinistries board.
 - a. Treasurer, Coordinator of Personal Development Ministries, Coordinator of Resources – Beginning In 2022
 - b. President, Coordinator of Young Adult Women Ministries, Coordinator of Literature – beginning in 2023
 - c. Secretary, Coordinator of ABGirls, Coordinator of Events– beginning in 2024

OFFICERS

PRESIDENT- Her responsibilities include, but are not limited to:

- a. Presides at all meetings of the PNW/ABWM, its Board, and its Executive Committee
- b. Is the official representative of the women in the PNW/ABWM region, and in the interdenominational organizations of the Pacific Northwest: such as, Church Women United.
- c. Consults with the Executive Ministers of affiliated ABC region(s), and shares concerns and ideas, and acts as liaison between the regions and ABWMinistries.
- d. Coordinates and promotes all plans and policies affecting the work of this Organization in the affiliated ABC region(s)
- e. Serves as an associate member of the Board of the National ABWMinistries
- f. Is expected to attend the summer meeting of the National ABW Ministries Board which proceeds the National Biennial of American Baptist Churches USA in odd numbered years, and in even numbered years at the ABWMinistries Conference.
- g. Serves as ex-officio member of all committees and working groups, except for the Nominating Committee
- h. Is authorized to sign checks in the absence of the Treasurer

SECRETARY- Her responsibilities include, but are not limited to:

- a. Maintains a three-year history of all reports.
- b. Keeps an accurate record of attendance
- c. Sends notices for open Board meetings to Board Members and current mailing list,

- d. Conducts correspondence as directed by the Board and President
- e. Records changes voted in the Bylaws and Standing Rules, showing the line and date of each change. Changes may be noted in red for easy reference
- f. Sends to Coordinator of Resources the title, name, address, phone number, and e-mail address of each person elected to a new office immediately following the election

TREASURER- Her responsibilities include, but are not limited to:

- a. Deposits the money, writes the checks, and monitors all accounts.
- b. Maintains a checking account in the name of the organization
- c. Records and deposits receipts promptly, noting the purpose for which each was given
- d. Promptly pays expenses which are covered by the budget
- e. Requests approval from the Executive Committee before paying for non-budgeted items
- f. Promptly forwards monies designated for specific purposes such as Leadership Development and special offerings
- g. Presents a report at each meeting of the Board, with copies for all members
- h. Submits her books for audit when needed and at the end of her term
- i. Serves as Chair of the Finance Committee

COORDINATORS

COORDINATOR OF PERSONAL DEVELOPMENT MINISTRIES—Her responsibilities may include, but are not limited to:

- a. Identifies & develops resources, training sessions, and programs related to this area of ministry. Her goal is to teach woman to become a more effective Christian disciple and steward.
- b. Seeks to help women with leadership abilities to grow in understanding and valuing themselves and their potential
- c. Keeps a file of potential leaders to submit to the Nominating Committee
- d. Is responsible for devotions at all Board meetings.
- e. Works with Coordinator of Literature to find material that will encourage, sustain, and help women in their walk with the Lord.

COORDINATOR OF RESOURCES- Her responsibilities may include, but are not limited to: a. Preparing the Directory for the PNW/ABW Ministries

- b. Preparing the Program Booklet for the Annual Conference.
- c. Keep an updated list of officers
- d. Oversee the PNW/ABW Ministries Webpage
- e. Be in contact with local churches seeking information to promote throughout the Region
- f. Create and distribute a quarterly Newsletter to women of the Region
- g. Work with Conference Committee to produce Conference Program Book

COORDINATOR OF ABGIRLS (American Baptist Girls in Relationship, Leadership, and Service)- Her responsibilities may include, but are not limited to:

- a. Works with the Board to oversee the life of ABGIRLS and assure its prominent place in AB Women's Ministries.

- b. Continually evaluate AB GIRLS national program through contact with AB GIRLS or girls' ministry programs in the local church and in the region
- c. Serves as a member of the Board, as well as other teams, committees, and/or task groups as assigned by the president
- d. Works with the Board to discover ways to promote ministry with girls in the local church.
- e. Makes connection with National Leadership Team (NLT) and national AB Girls Coordinator
- f. Works with the NLT and staff in planning, promoting, and participating in the National Gathering for Girls and other events as planned by the NLT
- g. Works with the Board to prepare a preliminary budget proposal for AB Girls and sends it to the treasurer
- h. Provides for leadership development opportunities for AB Girls

COORDINATOR OF YOUNG ADULT WOMEN'S MINISTRIES - Her responsibilities may include, but are not limited to:

- a. Serves to be sure that interests and concerns of Young Adult Women will be heard in all our planning and conversations.
- b. Works with our president to build a team of young adult women advisors for planning.
- c. Will work with women and girls to build relationships in their own peer groups as well.
- d. Work to build relationships across the generations, providing opportunities for women and girls to learn and grow with one another.
- e. Plan regular events for young adult women such as retreats, conferences, webinars
- f. Seeks resources for young adult women and encourage young adult women to be involved in leadership at all levels of the organization.
- g. Coordinate with the Board to visualize, plan, and set goals for our ministries with young adult women
- h. Facilitate an ad-hoc advisory team of young adult women to generate ideas, feedback, networking, mentoring, leadership development, etc.
- i. Plan and implement ways to learn what American Baptist congregations are doing for young adult women's ministries
- j. Give to Coordinator of Events appropriate input and feedback on relevant activities for young adult women
- k. Encourage young women to participate in the organization's national events for women
- l. Become knowledgeable about young women's issues
- m. Recommend books, articles, websites, or other media selections to help others learn about young women's issues, as well as communicating these resources to young women
- n. Attend an event or conference designed specifically for young adults at least once during her term of office
- o. Review content on AB Women's Ministries' website that relates to young women or ministry with young women and works with staff to keep information updated and relevant

COORDINATOR OF EVENTS –Her responsibilities may include, but are not limited to:

- a. Oversees the coordination of special events for women in the Pacific Northwest. The purpose of special events is to keep the women from various churches connected.
- b. Serve as a member of the board, as well as other teams, committees, and/or task groups as needed for each event.
- c. As determined by the need of each event, she may have direct responsibility for some events and serve only in a consultative role for others.
- d. Work with the executive committee to envision and plan an overall calendar for special events, including conferences, retreats, teas, luncheons other gatherings; ensures that all special events of AB Women’s Ministries promote organizational themes and goals as determined appropriate to each event
- e. In consultation with president and other board members, develop a planning process to help develop event-appropriate planning teams.
- f. Coordinate with the specific event planning teams the development of an event’s promotion plan
- g. Consult with the specific event planning team to schedule activities and offerings during events
- h. Work with the specific event planning team to compile pre-event informational mailing to registrants
- i. Coordinate the program of each event
- j. Assure that facilities and equipment are available and conducive to event plans
- k. Write thank-you notes to all persons who provided event leadership, or delegates this responsibility
- l. Prepare an evaluation form for each event and share it with the respective event planning team
- m. Submit all outstanding invoices and reimbursable event expenses with receipts to Treasurer
- n. Work with Board to prepare a preliminary budget proposal for each event

COORDINATOR OF LITERATURE -Her responsibilities may include, but are not limited to:

- a. Responsible for encouraging American Baptist Women to get into God’s Word and to promote the reading of books that will educate, encourage, and renew women.
- b. Set up and oversee the Resource Center at the Annual PNW/ABWM Conference which may include recruiting a support/work team.
- c. Order ABW Ministries’ promotional material to be available at Annual PNW/ABWM Conference
- d. Use her talents to choose materials that will best meet the needs of the women who attend Annual PNW/ABWM Conference
- e. Work with Coordinator of Personal Development to find literature that will help women grow in Christian service

STANDING COMMITTEES

NOMINATING COMMITTEE - The Nominating Committee shall consist of three non-Board members. The committee shall make every effort not to nominate any of its members to an elected office.

Responsibilities include, but are not limited to:

- a. Annually presents a slate of nominees for elective office.
- b. Prepares a ballot to be voted on by the organization at the Annual meeting.
- c. Recommend to the Board nominees to fill any vacancies which may occur between elections
- d. Keep a permanent record of all Board Members.
- e. Create a biographical form for potential leaders and keep them in a folder for future consideration.

9. **CONFERENCE COMMITTEE** - The Conference Committee consists of the President, the Treasurer, the Coordinator of Resources, the Coordinator of Literature, and others appointed by the President. The President will diligently search for representatives from various parts of the Region to serve on this committee. Responsibilities include, but are not limited to:
- a. Procure hotel/accommodations for Annual ABWM/PNW Conference
 - b. Plan conference events to coordinate with Ministry Focus theme as found in the abwomensministries.org website.
 - c. Arrange for Bible Study Leader ○ Select the Scripture for Annual ABWM/PNW Conference
 - d. Arrange for Mission Speaker -alternate International and National Missions, if possible. ○ Decide on Mission Project
 - e. Select the dates for Annual ABWM/PNW Conference
 - f. Plan the program for Annual ABWM/PNW Conference
 - g. Make meal choices
 - h. Arrange for Music Leaders/special music
 - i. Work with the Coordinator of Young Adult Women and Coordinator of ABGirls to make sure Young Adult Women and ABGirls are included in the Annual ABWM/PNW Conference, as much as possible
 - j. Make any other needed program arrangements (i.e., table decorations, hospitality, workshops, installation of officers, favors, registration, etc.)
 - k. Works with the Bible Study Leader and Mission Speaker to plan Sunday morning worship
 - l. Work with the Coordinator of Resources to develop and print the Annual ABWM/PNW Conference Program Book.

SCHOLARSHIP COMMITTEE - The Scholarship Committee is appointed by the President with each member serving a 3-year term. The person in their 3rd year will serve as the chairperson and rotate off the committee at the end of the Annual ABWM/PNW Conference

The committee will promote the giving of up to three scholarships, in the amount of \$500 each, to people preparing for Christian service. The committee will send out

applications to the churches in the Pacific Northwest seeking scholarship candidates who wish to continue their education.

Responsibilities include, but are not limited to:

- a. Administer the Scholarship Funds as directed by the Board.
- b. Diligently and prayerfully seek candidates who are committed to serving the Lord
Recipients must be:
 - ✦ Preparing for full-time Christian Service
 - ✦ At a College Senior or Graduate level of study
- c. Review applications from potential scholarship candidates
- d. Create a scholarship application form, if needed
- e. Chooses one to three deserving applicants and present their names to PNW Board for approval
- f. Keep in contact with the recipients and make reports of their progress to the Board
How long should they be kept?

FINANCE COMMITTEE - The Finance Committee shall consist of three to five members, one of whom is the Treasurer of PNW/ABWM, who will act as Chair of the Committee.

Responsibilities include, but are not limited to: a.

Prepare the budget for the organization.

- b. Present the budget to the Board prior to the Annual ABWM/PNW Conference and, if approved, present it at the Annual ABWM/PNW Conference for final approval.
- c. Arrange for an audit of the books at the end of the Treasurer's term of office or as deemed necessary.
- d. Creatively find ways to raise funds for PNW/ABWM

SPECIAL ASSIGNMENTS

AUDITOR—The person in this position primary responsibility is to review the financial reports of the Treasurer. While the person acting in this capacity does not need to be a professional Auditor, they must have extensive bookkeeping and financial knowledge of nonprofit and IRS financial guidelines/rules.

Responsibilities include, but are not limited to:

- a. Review all incoming funds to determine the funds were assigned to the appropriate/correct account.
- b. Review all expenses/payments to determine the funds were taken from the correct account
- c. Meet with the Treasurer and President for any questions/findings.
- d. Report results of the Audit to the PNW/ABWM Board.

BYLAWS COMMITTEE- When it is necessary to review current Bylaws and/or Standing Rules of the PNW/ABWM, a committee shall be appointed by the President and shall serve until any necessary changes are presented to the members of the organization and voted upon. The Board will convene this committee when they deem it necessary to review the Bylaws and/or Standing Rules when circumstances require a change in the current Bylaws and/or Standing Rules.

Responsibilities include, but are not limited to:

- a. Work diligently to keep Bylaws relevant with current practices of the Board
- b. Present to the Board any changes to the Bylaws for review and approval.
- c. Work with the Board Secretary to have proposed changes produced in written form, to be presented to the members present at the Annual Business meeting for approval.

HISTORIAN—The person in this capacity will keep historic documents of this organization.

Responsibilities include, but are not limited to:

- a. Keep a record of all Executive and Board Meeting minutes
- b. Retain a copy of each year's Program Book from the Annual ABWM/PNW Conference
- c. Retain PNW/ABWM Directories
- d. Keep pictures from PNW/ABWM events
- e. Attend PNW/ABWM Board meetings, if requested