

**WOMEN ASSOCIATION BY-LAWS**  
Adopted 7-28-15

**The Women's Association of the Congregational Summer Assembly**

**Article I: NAME**

The name of this organization shall be "The Women's Association of the Congregational Summer Assembly."

**Article II: PURPOSE**

The purpose of this organization shall be to promote the social welfare and intellectual growth, contribute services and share in the financial support of women and families within the CSA and its greater community.

**Article III: MEMBERSHIP**

All women, over 18, who are privilege ticket holders and are in sympathy with the aims and purposes of this organization shall be considered members. There are no dues.

There is no formal application or invitation to membership and all are invited to Women's Association activities.

**Article IV: GOVERNANCE**

1. The activities of the Women's Association (WA) shall be directed by the Leadership Team and Board Members.
2. The leadership team consists of the two Co-Chairs who also serve as co-chairs of the Arts & Crafts Fair (A&CF), a Secretary, a Treasurer and a Communications Chair.
3. The Leadership team are members of the Board *are* elected by the membership at the annual meeting of the Association.
4. There shall be nine additional Board Members, three elected each year for a three-year term
5. Board Members are recommended by the Nominating Committee and elected by the membership.
6. Board members are expected to serve as Committee Chairs or volunteers in support of each year's A&CF and may assist Leadership team members in conducting their duties. Relying on the recommendations of the Finance Committee, they approve each year's allocation of funds to meet CSA and community needs using established WA funding criteria.
7. The principal funding mechanism of the Women's Association is the annual Arts and Crafts Fair. The Fair date, timing and content can be modified by the Women's Association Board. Only by vote of The

Women's Association members can the Fair be cancelled. Such a vote requires a one week posted notice of the membership.

#### **Article V: LEADERSHIP TEAM**

1. The A&CF Co-Chairs shall be elected for a two-year term, renewable for an additional one to two years, at the discretion of the co-chairs, with concurrence of the Board.
2. The Leadership team may call special meetings, set up special committees and dissolve those committees.
3. The Co-Chairs are responsible for organizing each year's A&CF. They preside at A&CF meetings, prepare and provide a meeting calendar to committee chairs, appoint A&CF committee heads, ensure that committees are staffed and coordinate the A&CF.
4. The Secretary shall keep and maintain records of meetings, give notice of meetings, serve on the Leadership team, schedule each year's annual meeting of the WA along with arranging for a speaker.
5. The Treasurer shall maintain the financial records of the organization, ensure payment of organizational expenses, Chair the Finance Committee and serve on the Leadership team.
6. The Communications Chair shall be responsible for all publicity and communications for the organization. The Communications Chair shall serve as the WA representative to the CSA Board of Trustees and will attend all Trustee meetings on behalf of the organization. She will preside at the WA Annual Meeting.
7. Members of the Leadership Team may, at their discretion, interchange duties.

#### **Article VI: COMMITTEES**

1. Committees may be made up of Leadership team members, Board Members and volunteers. These Committees shall include the Nominating Committee, the Finance Committee and might include ad hoc committees appointed by the Leadership team.
2. The Nominating Committee, made up of the Board members whose terms expire the following year, are responsible for nominating candidates to fill the positions they vacate. They are also responsible for nominating Leadership team members when vacancies occur.
3. The Finance Committee, made up of the Treasurer and up to four additional Board members appointed by the Leadership team, prepares the annual budget and makes recommendations to the Leadership team on organizational contributions using established WA funding criteria. Members of the CSA may also apply to the Finance Committee to fund special projects. Pending funds availability, requests for funding can be made throughout the year.

**Article VII: MEETINGS**

1. There shall be one annual meeting of the membership. Those in attendance will constitute a quorum.
2. The A&CF Co-chairs may call multiple meetings of the A&CF committee chairs, Board members and volunteers.
3. The Leadership team may hold meetings in person, by phone or by email.

***Article VIII: CHANGES AND REVISIONS***

Proposed change to these By-Laws must be presented and voted on by The Women's Association members at the annual meeting or at a special meeting. The Secretary will post proposed changes at the CSA one week prior to the meeting. Acceptance of changes shall be by majority vote of those present at the annual meeting.