

Alliance Women Ministries of the Western Pennsylvania District of The Christian and Missionary Alliance

BYLAWS

ORGANIZATION

Section 1. Committees

District Committee

1. If neither Area Director nor Assistant Director is able to attend, the Area Director shall appoint someone to represent the area at the District Committee Meetings.
2. A Retreat Chairman, Corresponding Secretary, and Chairmen of Project Ministries shall be members of the District Committee.
3. The term of the Retreat Chairman shall be two years and she is eligible for not more than three consecutive terms.
4. Corresponding Secretary and Chairmen of Project Ministries shall be appointed by the Director and approved by the Executive Committee for terms of one year.

District Executive Committee

1. Other members of the Executive Committee shall include: Assistant Secretary, Outfit Chairman, two Members-at-Large, wife of the District Superintendent, and any member of the National Executive Committee residing in the district.
2. Assistant Secretary shall perform the duties of the Secretary in her absence. She shall prepare the District Alliance Women's Directories and other materials deemed necessary by the Executive Committee. The term of office shall be two years and she shall be elected on alternate years from the election of the Secretary. She is eligible for not more than three consecutive terms.
3. Outfit Chairman shall be responsible for coordinating outfits for outgoing missionaries and other appointed Christian workers from the district. The term of office shall be two years and she shall be elected at the same time as the Secretary. She is eligible for not more than three consecutive terms.
4. Members at Large shall be responsible to perform such duties as designated by the Director and Executive Committee. The term of office shall be two years each begin elected on alternate years. Each is eligible for one term.
5. Vacancies—When an officer, with the exception of the Director, is unable to complete her term of office, the Executive Committee shall appoint someone to complete her term.

Nominating Committee

The Nominating Committee Chairman shall be appointed by the Director.

Section 2. Officers

Director: The Director shall represent the District Alliance Women at General Council, District Prayer Conference, and shall be a member of the District Missions Committee. An annual report for District Alliance Women shall be prepared for this conference and copies sent to each church.

ORGANIZATION

Section 2. Officers (continued)

Assistant Director: The Assistant Director shall serve as the MK Adoption Coordinator.

Secretary: The term of office for Secretary shall be two years.

Treasurer: The term of office for Treasurer shall be two years and she shall be elected on alternate years from the election of the Secretary.

MEETINGS

Section 1. Meetings of District Alliance Women

The District Retreat shall be the responsibility of the Retreat Committee appointed by the District Executive Committee.

Section 2. Annual Business Meeting

The Annual Business Meeting shall convene at the District Prayer Conference at a time set by the Conference Program Committee.

Section 3. Meetings of District Committee or District Executive Committee of Alliance Women

1. The District Alliance Women Executive Committee shall meet at least three times annually.
2. The District Committee shall meet at least twice annually.

FINANCE

Section 1. Expense Fund

1. District Expense Fund. Each Local Alliance Women Ministries is requested to contribute an amount designated by the District Executive Committee.
2. Council and Conference Expense. The expenses of the District Director shall include the amount of round trip airfare or mileage, hotel, meals, and registration. These expenses shall be covered by the General Fund of the District Alliance Women Treasury.
3. Travel Reimbursement. When necessary for any of the officers of the District Alliance Women to travel in the district for authorized Alliance Women business, they should be reimbursed for mileage from the General Fund of the District Alliance Women Treasury.
4. Missionary Outfits. Outfit Calls shall be sent to Local Alliance Women six times annually.
5. Fiscal Year. The Fiscal Year shall be from July 1 through June 30.
6. District Financial Records. The financial records of the Treasurer shall be audited annually by a CPA after the close of the fiscal year and before District Conference.

Section 2. Projects

It is the responsibility of District Alliance Women to aid the Bangkok Guest Home.

BYLAWS

District Alliance Women Ministry Bylaws shall be reviewed and updated at least every five years.

Adopted on September 19, 1984
Revised on September 23, 1986
Revised on February 24, 1996
Revised January 2003
Revised August 2005
Revised April 2009