

## **DUTIES OF OFFICERS AND BOARD MEMBERS**

*(from the CONSTITUTION AND BYLAWS of the FLORIDA-BAHAMAS SYNODICAL WOMEN'S ORGANIZATION  
OF THE WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA  
Article VII Section 5 Duties of Officers, Section 6 Board Members, and Section 7 Board Duties - as amended July 2011)*

President is elected by Ecclesiastical ballot. The secretary and board members will be elected by written ballot. Terms will begin November of current odd numbered year to November of next odd numbered year.

### **SECTION 5. Duties of Officers**

#### **Item 1. The president shall**

- a. preside at all conventions of the synodical women's organizations and at meetings of the board and executive committee;**
- b. ensure that the constitution and bylaws of the synodical women's organization are duly observed and that the actions thereof are carried into effect, and appoint all committees not otherwise provided for;**
- c. be an ex-officio member of all committees of the synodical women's organization except the Nominating Committee;**
- d. submit a report to each regular convention of the synodical women's organization concerning her work, with observations and recommendations affecting the synodical women's organization as she may deem important;**
- e. serve as liaison with the churchwide women's organization and attend the meetings of the Conference of Synodical Presidents;**
- f. represent the synodical women's organization at, or appoint representatives to, inter-Lutheran and ecumenical associations and councils in which the organization participates; and**
- g. serve as representative to the Synod Council, or appoint a representative.**

#### **Item 3. The secretary shall**

- a. be the secretary of the board and the executive committee of the synodical women's organization;**
- b. be responsible for recording and distributing minutes of the synodical convention, the board, and the executive committee;**
- c. give the units notification of the regular convention at least three months in advance and of a special convention at least one month in advance;**

- d. **keep a correct register of the roll of units, along with the names of the officers of these units;**
- e. **secure from the units such reports as from time to time may be required;**
- f. **perform such other duties as the board may from time to time direct; and**
- g. **provide for the gathering and preserving of historical records and documents.**

## **SECTION 6. Board Members**

- Item 1. There shall be 8 members of the board elected by the convention of the synodical women's organization for a term of two years. Each board member shall be a participant in a unit and a member of the ELCA.**
- Item 2. No elected board member shall be eligible for more than two consecutive terms.**
- Item 3. No elected board member shall serve on the board in the capacity of officer and/or board member for more than seven consecutive years.**
- Item 4. Should a vacancy occur in the membership of the board, the board of the synodical women's organization shall fill the same until the next regular convention. Each election by the convention shall be for the remainder of the unexpired term.**
- Item 5. At the next scheduled board meeting following the resignation, board members may nominate any person who is a participant in a CU and a member of the ELCA to fill the vacancy providing she has the person's permission. A written ballot will follow and the person with the highest number of votes will be elected (Rank order). A non-board member shall count the votes and report the results to the presiding president.**
- Item 6. The terms of the board members shall begin immediately following installation.**

## **SECTION 7. Board Duties:**

- Item 1. Transact necessary business and make programmatic decisions between conventions.**
- Item 2. Set policies required for effective and efficient functioning.**

- Item 3. Supervise and coordinate the work of all committees that the board may appoint.
- Item 4. Identify board members for networking between the churchwide organization and the unit in both programmatic and organizational concerns.
- Item 5. Determine the time and place of each convention.
- Item 6. Prepare the proposed agenda, rules of procedure, and program for adoption by each convention.
- Item 7. Report its actions to each regular convention.
- Item 8. Recommend the budget to the regular convention.
- Item 9. Fill vacancies in the offices and board membership until the next convention.
- Item 10. Determine the fact of the incapacity of an officer or board member to perform her duties and determine if she shall be removed from her office in accordance with the policies and procedures of the churchwide Executive Board. For removal of an officer or board member, a two-thirds vote of the total board shall be required. A mail vote shall not be used to effect the removal of an officer or board members.
- Item 11. Act as Constitution and Bylaws Committee. Whenever a synodical women's organization proposes to amend its constitution and bylaws, the board of this organization shall submit prior to September 15 or February 15 the proposed amendments to the churchwide Executive Board for review and action.
- Item 12. Act in such other matters as may be delegated to it by the convention of the synodical women's organization.