

**APPROVED MODEL CONSTITUTION AND BYLAWS
CONGREGATIONAL OR INTERCONGREGATIONAL UNIT**

NOTE

Portions marked with an asterisk (*) are needed to fulfill the criteria for membership.

The provisions of the Constitution and Bylaws that pertain to the same subject have been placed together. The two types of provisions are identified in the following way:

Constitutional provisions are printed in **bold** type.

Bylaws are printed in regular type.

ARTICLE I—MEMBERSHIP AND NAME

***SECTION 1. Membership**

This [congregational] [intercongregational] unit shall be a member of Women of the Evangelical Lutheran Church in America, hereinafter designated as “Women of the ELCA.”

***SECTION 2. Name**

The name of this [congregational] [intercongregational] unit shall be [name(s) of congregation(s)] Unit of Women of the ELCA, hereinafter designated as “the unit.”

ARTICLE II—STATEMENT OF PURPOSE

***SECTION 1. Purpose**

As a community of women created in the image of God, called to discipleship in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves to grow in faith, affirm our gifts, support one another in our callings, engage in ministry and action, and promote healing and wholeness in the church, the society, and the world.

***SECTION 2. Commitment**

To accomplish the purpose of Women of the ELCA, women in this unit shall commit themselves to

- a. come together for study, support, and action;
- b. participate in the ministry of Women of the ELCA beyond the congregation;
- c. support financially the total program of Women of the ELCA; and
- d. designate leadership that shall be in communication with the synodical and churchwide women’s organization.

ARTICLE III—PARTICIPATION

***SECTION 1. Composition**

This unit shall be composed of those women who participate in activities that indicate a commitment to the purpose of Women of the ELCA.

***SECTION 2. Participation**

Participation in this unit shall be open to all women in the(se) congregation(s) and other women who subscribe to the purpose.

***SECTION 3. Congregational Membership**

Women elected to leadership in this unit and elected as voting members to a convention of the synodical women's organization shall be participants in this unit and voting members of the ELCA.

ARTICLE IV—RELATIONSHIPS

***SECTION 1. Congregation**

This unit shall participate in the life and work of [name(s) of congregation(s)] and report to the annual meeting(s). It may report regularly to the congregational council(s).

***SECTION 2. Cluster or Conference**

This unit shall participate in activities within the cluster or conference to which it is assigned.

***SECTION 3. Synodical Women's Organization**

In an interdependent partnership with the [name of synod] Synodical Women's Organization, this unit shall participate in the convention of the [name of synod] Synodical Women's Organization by

- *Item 1.** Electing a voting member and an alternate to represent the unit; and
- *Item 2.** Cooperating in the process for nomination of officers and board members of the synodical women's organization.

***SECTION 4. Churchwide Women's Organization**

- *Item 1.** This unit shall participate in the process for nomination of voting members to the Triennial Convention.
- *Item 2.** This unit shall participate in the process of nomination of officers and board members.

ARTICLE V—MEETINGS

SECTION 1. Program

Women of this unit shall come together regularly [designate dates, times, etc.] for study, support, and action.

SECTION 2. Business

There shall be a business meeting(s)† held in [name of month(s)] for purposes such as receiving reports, projecting plans, electing leadership, and adopting an annual budget.

† At least annually

ARTICLE VI—LEADERSHIP

SECTION 1. Leaders (Officers)

This unit shall have [names of leadership positions], elected for a term of one year with one reelection.

SECTION 2. Duties of Leaders (Officers)

SECTION 3. Duties of Unit (Board) (Coordinating Committee) (Coordinating Council)

ARTICLE VII—PLANNING

SECTION 1. Program Areas and Goals

This unit shall engage in planning, giving attention to the program areas and goals established by Women of the ELCA.

SECTION 2. Program Planning

The unit (board) (coordinating committee) (coordinating council) shall be responsible for the total program planning for the unit.

ARTICLE VIII—NOMINATIONS AND ELECTIONS

SECTION 1. Nominating Committee

There shall be a Nominating Committee of at least three persons to present nominees for [names of leadership positions] for election by this unit.

SECTION 2. Elections

All elections shall be for a term of one year with one reelection.

ARTICLE IX—FINANCE

SECTION 1. Fiscal Year

The fiscal year and the budget year for this unit shall be determined by this unit.

SECTION 2. Administration

This unit shall develop and administer its own financial plan or budget that shall reflect support for the total program of Women of the ELCA.

SECTION 3. Transmittal

This unit shall transmit funds regularly in accordance with established procedures.

SECTION 4. Reports

This unit shall provide annual financial reports to participants.

SECTION 5. Financial accountability

An annual accounting compilation or review of this unit's financial records shall be conducted by a financial review committee of the unit.

ARTICLE X – DISSOLUTION CLAUSE

In the event of the dissolution of this congregational/intercongregational unit, any surplus property remaining after the payment of its debts shall be disposed of by transfer to the churchwide women’s organization or its successor provided that said organization is, at the time of dissolution, a qualified organization as described in section 501(c)(3) of the Internal Revenue Service Code of 1986 or comparable provision, and, if not, to the Evangelical Lutheran Church in America or its successor, and, if not, to one or more organizations so qualified in such proportions as the leadership of this unit shall determine.

ARTICLE XI—BYLAWS AND AMENDMENTS

SECTION 1. Bylaws

This unit may adopt bylaws not in conflict with this constitution by a majority vote, provided they have been presented in writing at the previous meeting.

SECTION 2. Amendments

- Item 1. This constitution may be amended at any regular business meeting or special meeting of this unit by a two thirds vote of the women present and voting, provided the proposed amendment has been presented at the previous meeting and is consistent with the purpose of Women of the ELCA.
- Item 2. Amendments to the bylaws may be adopted by the unit by a majority vote after having been presented at the previous meeting.
- Item 3. Whenever the secretary of Women of the ELCA officially informs the congregational/intercongregational units that the Women of the ELCA Triennial Convention has amended the approved Model Constitution and Bylaws for Congregational/Intercongregational units, whether by setting out alternate clauses or otherwise, such provisions shall be introduced at once into this constitution and notice of this action shall be forwarded to the synodical president.