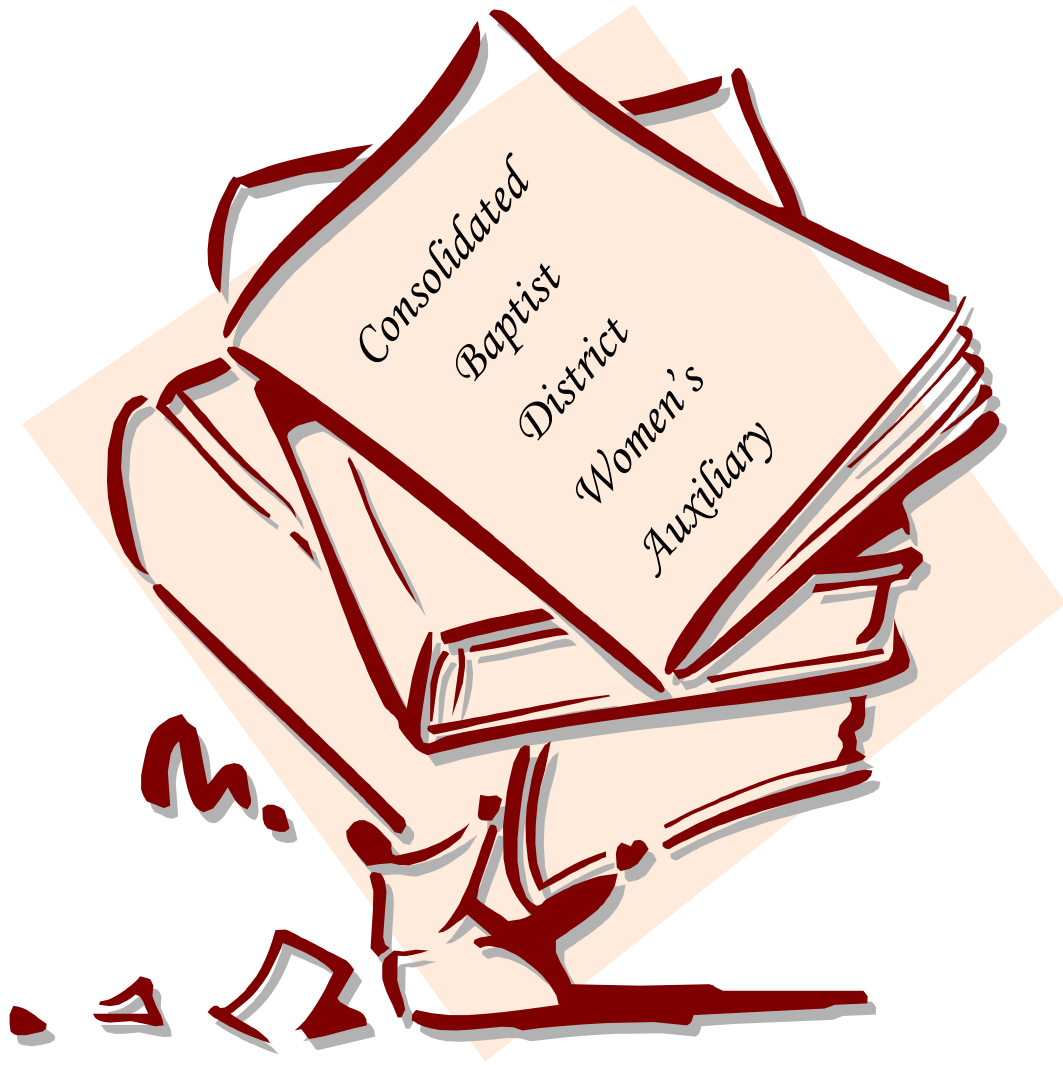


*CBDWA*



*By Laws and Procedure  
Manual*

This procedure manual was developed under the tenure of President Brenda J. Carter (2006 - 2010).

We wish to thank Sister Carter for compiling a much needed instrument for the Consolidated Baptist District Women's Auxiliary.

**We're on the Web!**

**[WWW.CBDAWOMEN.ORG](http://WWW.CBDAWOMEN.ORG)**

## **Mission Statement**

The Consolidated Baptist District Women's Auxiliary was founded at the First Baptist Church in Frankfort, Kentucky on Friday, July 17, 1959. This Auxiliary welcomes and supports all women from the fifty-five churches of the District regardless of their positions in the church. Financial and spiritual support is given to the Educational and Missionary Conventions of the Consolidated District and the General Association of Kentucky Baptist. The main purpose of this Auxiliary is to encourage spiritual growth among its members and to help each woman to realize that she has a value and worth that can be transformed into a valuable tool while or when doing the Lord's work. As we make this journey the teachings that we share about God's goodness may not change our situations but they will change us to handle the challenges.

There are four (4) annual programs conducted to help enhance and encourage the women:

Women in White

Prayer Breakfast

Young Adult in Gathering

Women's Spiritual Retreat

It is our desire to be the spiritual vessel that uplifts and sustains all the members of the district and state Baptist churches.

**BYLAWS OF THE WOMEN'S AUXILIARY OF  
THE CONSOLIDATED BAPTIST DISTRICT ASSOCIATION**

**ARTICLE I**

The name of this organization will be known as the "Women's Auxiliary of the Consolidated Baptist District."

**ARTICLE II**

The objectives are to support the Association, the Baptist Women's Missionary Convention and the Baptist Women's Educational Convention.

**ARTICLE III**

The Women's Auxiliary shall be composed of female messengers from regular Missionary Baptist Churches; life and annual female members of Missionary Baptist Churches.

There is no set representation fee and no set number of messengers sent by a representing church.

Any female member of a Missionary Baptist Church may become an annual member by paying \$2.00. Life members by paying \$5.00, gives her the privilege of speaking and voting except, in election of officers or hold an office.

All life members are to register with the Life Membership Committee during the session. All annual members are to register with the Annual Membership Committee.

#### **ARTICLE IV - THE OFFICERS**

The officers of this body shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Organist, Pianists, Head Usher and Nurses' Guild Leader.

All officers shall be elected annually. The tenure shall be four years.

#### **ARTICLE V – THE EXECUTIVE BOARD**

The Executive Board shall be composed of the officers of the Women's Auxiliary, President's Council, and four (4) members at large are elected annually by the body.

The Executive Board shall have the power to conduct the business of this body between the annual meeting of the body.

The Executive Board shall fill a vacancy of officers and executive board members between sessions.

#### **ARTICLE VI – THE NURSES GUILD**

There shall be a Nurses' Guild under the auspices of the Women's Auxiliary organized in July 1986. Their function is to service the entire district.

#### **ARTICLE VII**

These By-Laws may be amended at any annual session by a two-thirds vote of messengers present when a written notice during the first day of the annual session has been provided. The article (2) to be amended and the intended change (s) must be clearly stated.

## **BYLAWS (Continued)**

The committee on revisions of these By-Laws met at President Ollie Raglin's home in Midway, Kentucky on June 9, 1988. The following members were present:

- Sis. Ollie Raglan
- Sis. Delma Peoples
- Sis. Louvester Harris
- Sis. Barbara Moody
- Sis. Laura Brown
- Sis. Nadine Dabney
- Sis. Sarah Smith

### **Adopted 1959 – Revised 1988**

The committee on the revision of these By-Laws met at President Ollie Raglin's home in Midway, KY on June 9, 1988. The following members were present: Sis. Ollie Raglin, Sis. Louvester Harris, Sis. Laura Brown, Sis. Delma Peoples, Sis. Barbara Moody, Sis. Nadine Dabney and Sis. Sarah Smith

### **Revised - 2004 - Added Financial Secretary Position to By-Laws**

## **OFFICER DUTIES AND RESPONSIBILITIES**

### ***PRESIDENT***

The president shall preside over all meetings, have power to call special meetings, appoint all committees, and serve as chair of the Consolidated District Women's Executive /Board. Officially represent the Women's Auxiliary as need in all matter pertaining to the CDWA. Also, approve vouchers for payment.

### ***VICE PRESIDENT***

The Vice President shall have all the duties and powers of the President in her absence. In the event of the Presidency becoming vacant, the Vice-President shall assume the full duties of the president until the next election. She shall preside when requested and carry out other duties as assigned by the president.

### ***RECORDING SECRETARY***

The Recording Secretary shall record the proceedings of all meetings accurately and keep these available at all times. The Recording Secretary should also make sure that her minutes coincide with the Historian.

### ***CORRESPONDING SECRETARY***

The Corresponding Secretary shall send notices of all meetings and answer all correspondence for the Women's Auxiliary at the direction of the President.

### ***HISTORIAN***

The Historian shall gather and keep in custody all historical data bearing on the Women's Auxiliary. The Historian should also take minutes to coincide with the Recording Secretary. Take photos at all events to capture the history.

## **OFFICER DUTIES AND RESPONSIBILITIES (Cont'd.)**

### ***TREASURER***

The Treasurer shall give a receipt for all monies turned over to her. It will be the duty of the Treasurer to report all monies received on behalf of the Women's Auxiliary when requested. The records of the Financial Secretary should coincide with the Treasurer.

### ***FINANCIAL SECRETARY***

The Financial Secretary shall keep official records of all monies received and disbursed and report the same when requested by the President. The records of the Treasurer should coincide with the Financial Secretary.

### ***HEALTH CARE MINISTRY***

The Health Care Ministry Chair shall enlighten and inspire attendees with current information regarding health issues and concerns and share through outreach ministries.

### ***EXECUTIVE BOARD AT LARGE MEMBERS***

The Executive Board shall be made up of all officers, four members at large and past presidents. Officers and four members at large are to be elected annually by the body. There is a four year tenure for officers, and a one year tenure for executive board member at large. (ref. Article IV)

The By-Laws of the Women's Auxiliary Article V states the following: The Executive Board shall have the power to conduct the business of this body during intervals between the annual meeting of the body.

The Executive Board shall fill a vacancy of officers and executive board members.



## **OFFICER DUTIES AND RESPONSIBILITIES (Cont'd.)**

### ***EXECUTIVE BOARD AT LARGE MEMBERS (Cont'd.)***

According to the by-laws, in the case of a president vacancy, the vice-president would serve until the executive board fills the president vacancy.

### ***PRESIDENT'S COUNCIL***

Serve as advisory committee, give guidance and direction where needed. The President's Council can also be used to break a vote should the Executive Board not be able to reach a consensus.

**Updated 2012**

