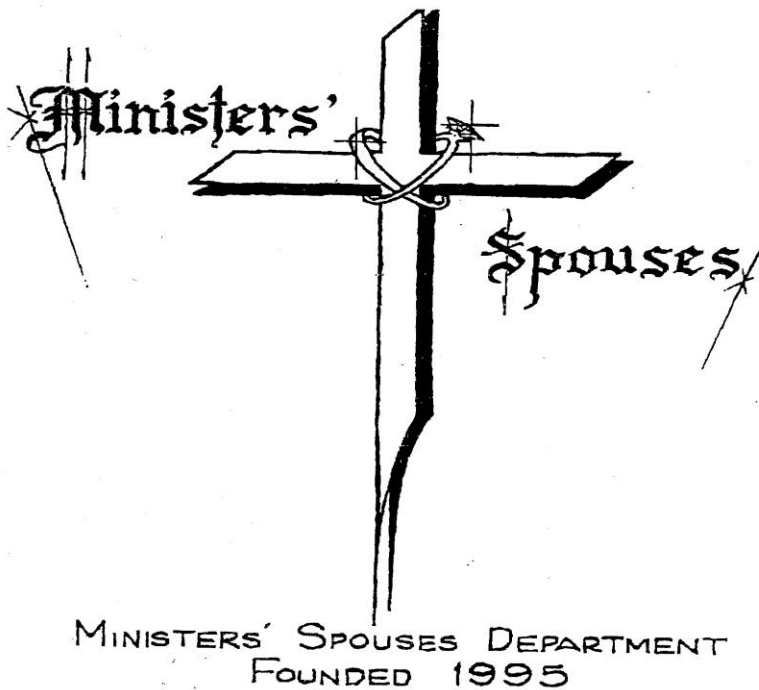
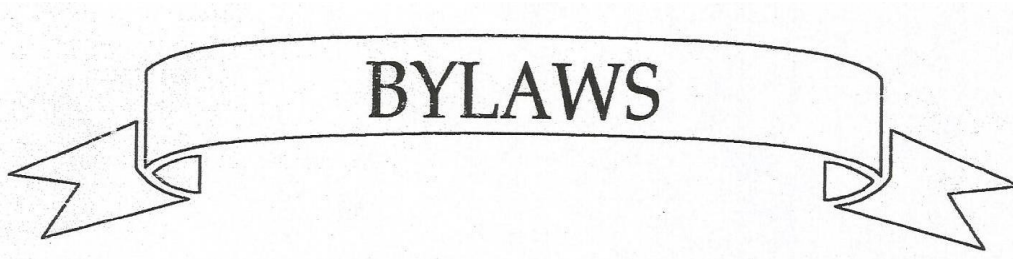




**Ministers' Spouses Widows/Widowers Department  
of The Christian Methodist Episcopal Church**



## THE DEPARTMENT'S CONNECTIONAL COLORS

Black with Gold Accessories

## THE DEPARTMENT'S FIRST CONNECTIONAL OFFICERS, ELECTED 1995

President	Mrs. Patricia Redds
Vice President	Mrs. E. Louise Buckner
1st Vice President	Mrs. Maggie C. Banks
2nd Vice President	Mrs. Charlotte Yenn-Batah
Treasurer	Mrs. C. D. Lynn Jones
Recording Secretary	Mrs. Deborah G. Harris
Assistant Secretary	Mrs. Frances Jones
Corresponding Secretary	Mrs. Cornelio Berliner
Financial Secretary	Mrs. Gladys Cherry-Jones
Worship Leader	Mrs. Helen Sprewer

## LEGISLATIVE HISTORY

The: Ministers' Spouses Widows/Widowers Department, authorized by the 1994 General Conference, is the Connectional organization for the spouses, widows and widowers of the ministers of the Christian Methodist Episcopal Church (C.M.E.). Its purpose is to provide at the Connectional level of the church a means by which ministers' spouses may share mutual concerns, support, communication and fellowship. The Department is organized at the Connectional, Region and District level and is supported by membership dues and affiliation fees. Its major program is the Widow's Mite and the Barbara H. Hoyer Scholarship Fund for children of C.M.E. ministers. It meets annually at the C.M.E. Unity Summit.

## STRUCTURE STATEMENT

The Ministers' Spouses Widows/Widowers Department is designed so that each Episcopal District has representation, and that each officer represents his/her Episcopal District by holding an office on the Executive Committee. The intent is to ensure that information flows horizontally and vertically throughout the connection.

*An Official Emblem was adopted at the 11th Annual C.M.E. Convocation held September 30 through October 3, 1997 in Cincinnati, Ohio. Each Episcopal District was asked to design and/or propose a logo.*

## MEMBERSHIP AND GOOD STANDING

Membership is an honor and privilege. It is always the intent to include members and provide a welcoming and nurturing environment. Special attention is given to widows and affiliate members. Our widows and widowers are our charge to assist and treasure. We welcome and need their participation to keep us relevant and able to minister our families and the church in general. They are encouraged to participate in all levels and activities, but it is not mandatory. Connectional dues must be paid annually, and Regional departments are urged to pay these dues on the widows/widower's behalf.

Affiliate members are welcomed to our fellowship. However, since they are not members of the C.M.E. Church, their privileges are restricted. See Article IV. Section 3.

Each Region is required to pay \$200.00 annually for their Region to be considered in good standing.

## BYLAWS

REVISED AUGUST,

2019

### ARTICLE I - NAME

The name of this department will be The Ministers' Spouses Widows/Widowers Department of the Christian Methodist Episcopal Church.

### ARTICLE II - OBJECTIVE

The objective of The Ministers' Spouses Widows/Widowers Department is to provide a Support system for spouses and members of their families; to provide for the total development of the individual through its programs and ministries; to study and help alleviate problems concerning the family; and to be of service to the Church.

### ARTICLE III - MEMBERS

SECTION 1: Any C.M.E. member, married to a C.M.E. minister, shall be eligible for membership in The Ministers' Spouses Department of the Christian Methodist Episcopal Church.

SECTION 2: Widows and Widowers in good standing with their Region of the C.M.E. Church are eligible for membership.

- A. In *good standing* is defined as Ministers' Spouses who meet the following criteria:
- a. Currently married to a C.M.E. minister;
  - b. Involved both financially and actively in the church at the District and Region level(s);
  - c. A widow/widower who remains unmarried after the passing of the spouse;
  - d. A widow/widower of a C.M.E. minister at the time of his/her passing.

SECTION 3: Those spouses who are *non-members* of the C.M.E. Church shall be called Affiliate members without voting privileges.

SECTION 4: Each Region's asking shall be \$200.00 annually payable at the close of each conference.

## ARTICLE IV - OFFICERS

SECTION 1: The elected officers of The Ministers' Spouses Widows/Widowers Department shall be a *President*, a *Vice President*, a *First Vice President*, a *2<sup>nd</sup> Vice President from Africa*, a *Secretary*, an *Assistant Secretary*, a *Corresponding Secretary*, a *Treasurer*, a *Financial Secretary*, a *Worship Leader*, and a *Parliamentarian* appointed by the President.

The Department's Region and District Conference Officers (when possible):

President, Vice President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, Recording Secretary, Assistant Secretary, Corresponding Secretary, Financial Secretary, Worship Leader

SECTION 2: Beginning 2001, all officers shall be elected by ballot during The Ministers' Spouses Widows/Widowers Department Meeting held at the C.M.E. Unity Summit. An officer is to serve a term of two years and may succeed herself/himself for one term only and shall not exceed four consecutive years. The term of office shall begin upon adjournment of the annual meeting.

SECTION 3: To hold an office at the connectional level in the Minister's Spouses Widows/ Widowers Department the spouse (including widows/widowers) must be:

- (a) The spouse, widow, or widower of an ordained C.M.E. minister;
- (b) A member of the C.M.E. Church;
- (c) A financial member in good standing at every level with the Ministers' Spouses Department;
- (d) An affiliate member can only hold the offices of Assistant Secretary or Corresponding Secretary in the Ministers Spouses Widows/Widowers Department of the C.M.E. Church on the Region and District levels; still without voting privileges.
- (e) Affiliate members shall not hold an office in The Ministers' Spouses Widows/Widowers Department of the C.M.E. Church at connectional level but only on the Region, and District levels.
- (f) No person shall hold more than one office at a time at the connectional or regional levels.

SECTION 4: The Department of Treasurer and Financial Secretary shall be legally bonded.

SECTION 5: Any vacancy on the Executive Committee shall be filled by the Episcopal Bishop of the vacated office. The Bishop shall consult with the Region Presidents and the President of the Department. The Bishop shall announce the appointment to the vacancy by the next annual meeting.

Any vacancy in a Region shall be filled under the direction- of the Bishop by holding an election or left vacant until the next scheduled election.

Any vacancy at the District level shall be filled under the direction of the Presiding Elder by holding an election or left vacant until the next scheduled election.

## ARTICLE V - DUTIES OF OFFICERS

- A. PRESIDENT It shall be the duty of the President to:
- Administer the programs of the Department
  - Preside at all meetings of the Department and Executive Committee
  - Articulate the guidelines of the programs throughout the Episcopal Districts
  - Enforce the Bylaws of the Department
  - Call Executive Committee meetings at official C.M.E. meetings
  - Appoint chairpersons of all committees'
  - Serve as ex-officio member of all committee except the nominating committee
  - Represent the Department, when appropriate
  - Sign bank card and be one of the three signatories for check writing
  - Appoint the office of parliamentarian (per Roberts Rules of Order)
- B. VICE PRESIDENT It shall be the duty of the Vice President to:
- Preside during the absence of the President
  - Serve as chairperson of the program committee
  - Serve as chairperson of the handbook committee
  - Compile a report of the programs submitted by the Vice Presidents of the Regions
  - Promote the Marion Scipio Vesper as a Widow's Mite Fund Raiser
  - Promote the 4th Sunday in April as the C.M.E. Ministers' Spouses Annual Day
- C. FIRST VICE PRESIDENT It shall be the duty of the First Vice President to:
- Serve as chairperson of the resolution committee
  - Assist the appointed chairperson of the Widow's Mite program
- D. SECOND VICE PRESIDENT FROM AFRICA It shall be the duty of the Second Vice President to:
- Inform the Department of the well-being of the African spouses and their concerns
- E. SECRETARY It shall be the duty of the Secretary to:
- Preside during the absence of the President and Vice President
  - Keep a record of the proceedings of the meetings
  - Provide each member a copy of the minutes of the Executive Committee meeting in a timely manner
  - Assist the President in preparing the meeting agenda
  - Complete application and/or necessary forms to secure legal bonding for the Treasurer and Financial Secretary
  - Sign the bank card and be one of the three signatories for check writing

## ARTICLE V - DUTIES OF OFFICERS

- F. ASSISTANT SECRETARY It shall be the duty of the Assistant Secretary to:
- Keep a record of the proceedings of the meeting in the absence of the Secretary
  - Establish an attendance roster at each meeting to include name, address and telephone number of each attendee
  - Provide copies of attendance roster to each Executive Committee member in a timely manner
  - Serve as written and pictorial historian of the Department
- G. CORRESPONDING SECRETARY It shall be the duty of the Corresponding Secretary to:
- Issue notices of The Ministers' Spouses Department meetings
  - Read correspondence at The Ministers' Spouses Department meetings
  - Chair the courtesies committee
  - Work closely with the corresponding secretaries at the Region and District Conference levels in securing information for The Ministers' Spouses Department to respond to Episcopal courtesies
  - Show the appropriate courtesies for The Ministers' Spouses Department
- H. TREASURER It shall be the duty of the Treasurer to:
- Serve as chairperson of the budget committee and present budget for adoption at the annual meeting'
  - Open a bank account in the area where she/he resides following bank protocol
  - Obtain signature cards for the President, Secretary and Treasurer to sign
  - Sign the bank card and be one of the three signatories for check writing
  - Issue and sign checks upon receipt of vouchers bearing the signature of the President
  - Become legally bonded per application process
  - Make an annual report of all department financial transactions for the annual meeting
  - Have an annual financial audit
- I. FINANCIAL SECRETARY It shall be the duty of the Financial Secretary to:
- Receive all The Ministers' Spouses Department monies: membership, Widow/Widowers Mite, scholarship, region asking
  - Prepare money for deposit
  - Report all income to the Treasurer and President of The Ministers' Spouses Department
  - Obtain the names of widows and widowers
  - Provide a copy of the list of widows and widowers to the membership chairperson and the President
  - Become legally bonded per application process

## ARTICLE V - DUTIES OF OFFICERS

- J. **WORSHIP LEADER** It shall be the duty of the Worship Leader to:
- Serve as chairperson of the worship committee
  - Prepare and conduct a meditation for all meetings
  - Conduct a memorial service for deceased spouses at the annual meeting
  - Encourage the use of prayer partners throughout the C.M.E. Connection
- K. **PARLIAMENTARIAN** It shall be the duty of the Parliamentarian to:
- Assist the presiding officer in the interpretation of the Bylaws as needed
  - Attend all meetings of The Ministers' Spouses Department
  - Serve as chairman of the Bylaws committee
- L. **EPISCOPAL DISTRICT ADVISORS**
- The Bishop's Spouses shall lend their leadership at the Episcopal level by working closely with the Episcopal Representative of their said Episcopal District and Region Presidents by planning and implementing programs for study, service and retreats for the spouses in his/her Episcopal District. If the Bishop or Presiding Elder is not married, it is not necessary to appoint an advisor.
- M. It shall be the duty of each officer to:
- Deliver to his/her successor all files, supplies and other materials in his/her possession within thirty (30) days after the installation of officers
  - Report in writing an account of her/his activities and expenses at the Convocation
  - Submit a copy of the report for Department files

## ARTICLE VI - MEETINGS

- SECTION 1: A regular meeting of The Ministers' Spouses Widows/Widowers Department shall be held on the designated day at the Annual C.M.E. Unity Summit each year.
- SECTION 2: The President shall have the authority to call special meetings of the executive committee where Connectional C.M.E. meetings are being held to conduct special business of the Department.
- SECTION 3: No notice shall be required for the regular meeting of The Ministers' Spouses Department held at the C.M.E. Unity Summit.
- SECTION 4: The announcement of the meeting shall appear in the Christian Index.
- SECTION 5: Any six of the elected officers and the spouses present shall constitute a quorum at any of The Ministers' Spouses Department meetings.

## ARTICLE VII - ORGANIZATIONAL STRUCTURE

- SECTION 1: The Ministers' Spouses Widows/Widowers Departments shall be organized at the District and Region levels of the C.M.E Church and shall be governed by these Bylaws.
- SECTION 2: Region Presidents shall be responsible for sending all monies collected from their region, to the Connectional Financial Secretary. (membership dues, Widows/Widowers Mite, scholarship, social concerns, and region asking).

## ARTICLE VIII - PATRON BISHOP

The College of Bishops shall appoint a Bishop to serve as the Patron Bishop to The Ministers' Spouses Department.

## ARTICLE IX - PARLIAMENTARY AUTHORITY

In all matters not provided for in the Bylaws, The Ministers' Spouses Widows/Widowers Department shall be governed by Robert's Rules of Order, Newly Revised, current edition.

## ARTICLE X - AMENDMENT OF Bylaws

- SECTION 1: Recommendations for Bylaws changes must be sent to the Bylaws chairperson one month prior to the convening of The Ministers' Spouses Widows/Widowers Department meeting at which the voting is to be taken.
- SECTION 2: These Bylaws may be amended at any regular meeting of The Ministers' Spouses Department by a two-thirds vote of those present.

## ARTICLE XI - COMMITTEES

- SECTION 1: EXECUTIVE COMMITTEE It shall be the duty of the Executive Committee to:
- Meet prior to the regularly scheduled Departmental Meeting
  - Have the authority to act as agents for the Department
  - Hear the reports of the Officers and Committee Chairpersons
  - Review the Bylaws and hear recommendations and resolutions for changes
  - Serve as the Bylaws Committee



SECTION 2: EPISCOPAL DISTRICT REPRESENTATIVES It shall be the duty of the Episcopal District Representatives to:

- Represent the Episcopal District at the Executive Committee meetings
- Obtain and disseminate information from the President and Executive Committee to the Region Presidents
- Assist in coordinating and implementing **The Ministers' Spouses Department** per the Bylaws at the Region level with instructions to the Region Presidents to implement at the District level
- Work with the Bishop's wives. Region and District Conference Presidents in planning retreats, institutes and program activities on the Region level
- Represent **the Ministers' Spouses Department** at Region affairs and to extend greetings as appropriate

SECTION 3: STANDING COMMITTEES The Standing Committees shall be:

- Budget Committee (Treasurer, Financial Secretary, Secretary, President and others appointed by the President, Chaired by the Treasurer)
- Bylaws Committee (Executive Committee Members, Chaired by the Parliamentarian)
- Resolutions Committee - Chaired by the First Vice-President
- Courtesy Committee - Chaired by the Corresponding Secretary
- Nominating Committee - To be elected by the body
- Program Committee - Chaired by the Vice-President
- Scholarship Committee - Chair appointed by the President
- Social Concerns Committee - Chair appointed by the President
- Widows'/Widowers' Committee - Chair appointed by the President
- Worship Committee - Chaired by the Worship Leader