

BY-LAWS OF THE WOMAN'S SOCIETY OF CHRISTIAN SERVICE  
BARRINGTON METHODIST CHURCH

Article I

Membership

Section 1. The Society is composed of Circle members and all women of the local church who are willing to give of their service, prayer, and gifts to help further the work.

Every circle member is first of all a member of the Woman's Society of Christian Service.

A woman need not be a member of the church to be a member of the WSCS. She is eligible for any office except that of President.

Article II

Meetings

Section 1. The regular meetings of the Woman's Society of Christian Service shall be held the first Thursday of each month with the exception of July and August, unless otherwise authorized. There shall be an annual meeting in June for the receiving of annual reports and the installation of officers. The circles of the society shall each meet once a month except during the summer. Membership in the circles should be revolving, changing biennially. The executive committee shall meet once a month, preferably one week prior to the circle meetings.

Article III

Nominations and Elections

Section 1. At the April meeting, the Society shall elect, for a three year term, a standing Committee on Nominations composed of five members, one of whom shall be elected chairman by the Society. The member of the committee who is elected chairman shall serve as chairman no more than one year and, while serving in this capacity, she shall be a member of the executive committee.

Membership on the standing Committee on Nominations shall be divided into classes with no member serving more than three consecutive years.

The Membership Chairman & Secretary of Status of Women shall be non-elective members of the Nominating Committee.

Section 2. At the April meeting, the Committee on Nominations shall present for the ensuing term, nominations of all officers, the chairmen of all committees, the chairmen of all revolving circles and the members of the standing Committee on Nominations. The election shall be at the April meeting.

Section 3. Officers and committee chairmen shall be elected for a term of two years.

Section 4. The offices of president, first vice-president, second vice-president, corresponding secretary and recording secretary, the secretaries of Literature and Publications, Missionary Education and Service, Promotion and Spiritual Life and the chairmen of Housekeeping, Library, Publicity, Rummage and Thank Offering committees shall be elected in the odd calendar years.

Section 5. The office of treasurer, the secretaries of Children's Work, Christian Social Relations, Status of Women, Student Work, Supply and Youth Work, and the chairmen of Friendship, Hostess, Membership, Parsonage and Special Projects committees shall be elected in the even calendar years.

#### Article IV

##### Duties of Officers

The officers and their duties shall be as described in the "GUIDE" with the addition of the following:

- A. The First vice-president shall take the place of the president during her absence. She shall aid the Secretary of Promotions in promoting attendance at Conference and District-sponsored meetings. She shall be general chairman of all circles. She shall have charge of By-Laws revisions.
- B. The Second vice-president shall be program chairman and shall work with the year book chairman.
- C. The Corresponding secretary shall conduct the general correspondence and communications of the Society.

#### Article V.

##### Standing Committees and their Duties

Section 1. The Standing Committees shall be those named in the "GUIDE" with the addition of the following:

- A. The Friendship Committee shall send notes and cards to the ill and troubled and cards of congratulation for important anniversaries. The chairman shall confer with the president or other advisors regarding flowers in individual cases.
- B. The Hostess Committee chairman is a member of the program committee. The chairman may select her own committee with the help of the circle chairmen. When more than one circle is in charge of a function, she shall appoint a general chairman. Circles shall be reminded two months in advance of entertaining. She shall plan any dinner, etc. sponsored by the W. S. C. S. A special chairman shall head Brotherhood dinners.
- C. The Housekeeping Committee is composed of a chairman and two members and one representative from each circle. This committee has charge of the cleanliness and order of the kitchen and is responsible for the cleaning of furnishings and the ordering of paper supplies and care of plants.
- D. The Library Committee is composed of a chairman and a representative from the Sunday School, the Secretary of Literature and Publications, the Secretary of Missionary Education, the Secretary of Spiritual Life and a representative from each circle.
- E. The Parsonage Committee is composed of a chairman and two members. This committee undertakes the care of the interior of the parsonage and those things belonging to the church, i. e., the stove, curtains and carpets. The unused balance budgeted for this committee shall be accumulative.

F. The Rummage Committee has charge of a spring and a fall sale annually.

G. The Special Projects Committee works for those not specified on the supply list, such as Lake Bluff Orphanage, Peek Home, Wesley Hospital, Church World Service, Cook County Hospital, cancer dressings, etc.

H. The Thank Offering chairman shall arrange for two Thank Offering services annually. One service shall emphasize work in the foreign field and one in the home field. The committee shall secure W. S. C. S. members to assist with the services.

## Section 2. The Program and Year Book Committee

A. The Program Committee shall consist of the chairman, a co-chairman (Year Book), Secretaries of Christian Social Relations, Literature and Publications, Missionary Education, Spiritual Life and Status of Women and the Publicity and Hostess chairmen.

B. The Program chairman and co-chairman shall prepare the year book.

C. The Program chairman shall plan all general meeting programs. She shall meet with her committee after the School of Missions to plan the program. Circle leaders should be present for assistance with their programs. She shall prepare cards for publicity of regular meetings when necessary. These shall be sent to members by the circle chairmen. The Program chairman shall decide on and arrange for the place of meeting in the church. She shall present programs at the general meetings.

## Article VI

### Circles

Section 1. The following officers and chairmen shall be appointed by each circle chairman and they shall serve on the related committee of the Society:

A. Co-chairman and Friendship  
B. Secretary and Treasurer  
C. Hostess  
D. Housekeeping  
E. Library

F. Program  
G. Rummage  
H. Spiritual Life  
I. Supply and Special Projects.

Section 2. The Home Circle functions in the interest of those members of the W. S. C. S. who, for one reason or another, are not in a position to attend regular meetings. An active committee serves the needs of this circle.

## Article VII

The fiscal year begins the first Thursday in June.

## Article VIII

### Amendments

These By-Laws may be amended at any regular meeting by a majority vote of members present provided the proposed amendment shall have been read at the previous regular meeting.

## GUIDING PRINCIPLES

When a death occurs in our membership, \$25.00 shall be given to the Church Memorial Fund.

Purchases of \$5.00 and under should be paid for by the purchaser and then submitted to the treasurer.

Any charge should be signed by the purchaser.

The proposed budget is presented by the Finance Committee to the Executive Committee at the May meeting for approval, and presented to the Society at the June meeting.

The Program chairman, the circle Program chairmen, the Secretary of Christian Social Relations, the Secretary of Missionary Education, the Secretary of Spiritual Life, the President-- during her first year in office-- and any Secretary or officer whose work is being emphasized, should attend the School of Missions.

The Secretaries of Youth Work and of Children's Work are responsible, with the Hostess chairman, for the Mother and Daughter Banquet.

The kitchen telephone should be used for incoming calls when we are working in the kitchen.

No kitchen equipment shall be removed from the church.

All circle chairmen are requested to call the church secretary the day after their meetings to report the place of their next meeting.

Everyone is requested to call the church office to arrange for the setting up of tables, and chairs for luncheons, dinners and other meetings.

It is desirable to plan our meetings for Thursday when possible, avoid Thursday evenings. Please consult the choir director if a Thursday evening meeting is necessary.

It is desirable for women to transfer to afternoon circles when it is at all possible, in view of home responsibilities.

Members of the Nominating Committee will rotate as follows:

in 1959--all five members elected.

in 1960--two members of the committee will retire and two new members will be elected.

in 1961--two members of the committee will retire and two new members will be elected.

in 1962--one member of the committee will retire and one new member will be elected.

### YEAR BOOK MECHANICS

The deadline for material shall be August 1.

The Circle chairmen, except the Home circle, shall be responsible for the accurate lists, correct spelling, telephone numbers, and addresses. The officers shall be listed at the top of the circle list.

The president shall submit the list of officers and standing committee chairmen. She shall consult with the Program chairman and the Year Book chairman on any phase of the Year Book.

District officers shall be placed in the book.

The Secretary of Missionary Education shall present the study materials for the Year Book.

The Secretary of Spiritual Life shall plan her devotions with the Program chairman to be placed in the Year Book.

The Hostess chairman shall plan the type of refreshments, tea or luncheon, and the hostesses with the Program chairman for the general meetings.

The Program chairman shall make up the Calendar of Events.

We are a member of the United Church Women of the Barrington Area. Our Secretary of Christian Social Relations, Secretary of Missionary Education and Treasurer serve on special committees of this organization and our President is a member of the board.