



United Church of Christ in the Philippines
CHRISTIAN WOMEN'S ASSOCIATION



CONSTITUTION

and

BY-LAWS

COMMITTEE ON CONSTITUTION AND BY-LAWS
CHRISTIAN WOMEN'S ASSOCIATION (CWA)

...As amended and approved during the NCWA Convention
on 16 May 1960

...As amended and approved during the 7th Biennial Convention
in Cebu City, May 1962

...As amended and approved during the 5th Joint NUCM-NCWA Biennial Convention
in Cagayan de Oro City, May 1978

...As amended and approved during the 5th Joint NUCM-NCWA Quadrennial Convention
In Muñoz, Nueva Ecija, May 1998

...As amended and approved during 10th Joint UCM-NCWA Quadrennial Convention
Pagadian City, May 2018

PRAYER

God of mercy, look upon your children with favor and be our guide.

*O God, we offer this statute for your blessing to help us
in our engagement with the affairs of the Christian Women's Association
of the United Church of Christ in the Philippines.*

*Lord, we are grateful that you have set apart
the women of the church to become partners in your ministry.*

*Lord, we entrust for your empowerment
all the women leaders and all members of the organization.*

*Holy Spirit, enable us in our collective effort towards the realization
of our Vision, Mission and Goals. Sustain us as we commit ourselves
for greater service in obedience to your will.*

*Give us the strength and courage to emulate
the servanthood of Christ in our individual being and doing
so that we shall become a reflection of your presence in us.*

We pray in the name of Jesus, our Lord and Savior. Amen.

By: Bemba D. Gonzales
NCWA President, EY 2010-2014

ARTICLE VII – SPECIAL CONVENTIONS/ASSEMBLIES

Section 1: Special Conventions/Assemblies (All Levels)

- a. **The Executive Committee shall determine the holding of a Special Convention/Assembly.**

ARTICLE VIII – AMENDMENT TO BYLAWS AND RATIFICATION

Section 1: Amendment/s to the Bylaws may be presented in writing by any member in good standing to the Executive Committee of the Conference for study and review.

Section 2: After the review by the Conference Executive Committee, the proposed amendment/s of the Bylaws shall be submitted to the National Executive Committee for study and recommendation.

Section 3: After the review of the National Executive Committee, the proposed amendment/s of the Bylaws shall be distributed back to every Conference Executive Committee for study and finally for ratification during its Annual Convention in session.

Section 4: The Bylaws may be amended by any Conference Convention in session by a majority of affirmative vote cast by registered voting delegates; and two-thirds (2/3) votes of the total number of Conferences.

ARTICLE IX – EFFECTIVITY CLAUSE

Section 1: The Bylaws as amended shall take effect in the ecclesial year immediately after its ratification during the CWA Quadrennial Convention.

Section 6: Local Church CWA Meetings

6.1 Local Church CWA Assembly

- a. The local church CWA shall hold its Assembly once in an ecclesial year.
- b. The majority of the CWA local members present shall constitute quorum.
- c. Written notice of the local church CWA Assembly shall be sent to all members at least one (1) week before the Assembly.

6.2 Executive Committee Meetings

- a. Regular meetings of the local church Executive Committee of the CWA shall be held monthly.
- b. Majority of the voting members of the local church CWA Executive Committee shall constitute quorum.
- c. Written notice of the meeting shall be sent to all members of the Executive Committee at least one (1) week before the meeting.
- d. Members of the Executive Committee with two (2) successive absences without notice of valid reason/s shall be declared resigned.

ARTICLE VI- SPECIAL MEETINGS

Section 1: Special Meetings (All Levels)

- a. The President may call for a special meeting of the Executive Committee, if deemed necessary.
- b. At least three (3) members of the Executive Committee may request in writing to the President to call for a special meeting in case of urgency.
- c. Notice of special meeting must include the Agenda and be sent to the Executive Committee members at least one (1) week before the meeting.

Table of Contents

Prayer	i
Vision, Mission and Goals	iii
Preamble	iii
Constitution	
ARTICLE I – NAME	1
ARTICLE II – PURPOSE	1
ARTICLE III – MEMBERSHIP	1
ARTICLE IV – OFFICERS	1
ARTICLE V – EXECUTIVE COMMITTEE	2
ARTICLE VI – THE QUADRENNIAL CONVENTION	2
ARTICLE VII – JURISDICTIONAL BIENNIAL CONVENTION	3
ARTICLE VIII – CONFERENCE ANNUAL CONVENTION	3
ARTICLE IX – COMMITTEES	4
ARTICLE X – AMENDMENTS	4
ARTICLE XI – EFFECTIVITY CLAUSE	5
By-Laws	
ARTICLE I – ELECTION OF OFFICERS AND TERM OF OFFICE	5
ARTICLE II – DUTIES OF OFFICERS	8
ARTICLE III – DUTIES OF COMMITTEES	12
ARTICLE IV – DUTIES OF THE EXECUTIVE COMMITTEE	14
ARTICLE V – MEETINGS	15
ARTICLE VI – SPECIAL MEETINGS	18
ARTICLE VII – SPECIAL CONVENTIONS/ASSEMBLIES	19
ARTICLE VIII – AMENDMENTS TO BY-LAWS AND RATIFICATION	19
ARTICLE IX – EFFECTIVITY CLAUSE	19

VISION

A fellowship of dynamic and dedicated Christian women, united by faith in God through Jesus Christ, committed to the pursuit of empowered women in the church and community towards an abundant and meaningful life for all.

MISSION

The Christian Women's Association (CWA) commits to empower women in proclaiming the gospel of our Lord Jesus Christ; to formulate and implement programs on leadership and stewardship.

GOALS

- *To strengthen the faith community*
- *To develop leaders among the women*
- *To deepen the commitment on Christian stewardship*

PREAMBLE

These Constitution and By-Laws are to be the guide to members of the Christian Women's Association (CWA) in carrying out its purpose and ministry as a church-recognized organization of the United Church of Christ in the Philippines.

4.2 Executive Committee Meetings

- Regular meetings of the Conference Executive Committee of the CWA shall be held quarterly in an ecclesial year.**
- The majority of the voting members of the Conference CWA Executive Committee shall constitute quorum.**
- Written notice of the meeting shall be sent to all members of the Executive Committee at least one (1) month before the meeting.**
- Members of the Executive Committee with two (2) successive absences without notice of valid reason/s shall be declared resigned.**

Section 5: Circuit Meetings

5.1 Circuit Assembly

- The Circuit CWA shall hold the Assembly twice in an ecclesial year.**
- Majority of the CWA local churches represented by registered voting delegates to the Assembly shall constitute quorum.**
- Written notice of the Circuit Assembly shall be sent to all CWA presidents of local churches at least two (2) weeks before the Assembly.**

5.2 Executive Committee Meetings

- Regular meetings of the Circuit Executive Committee of the CWA shall be held quarterly in an ecclesial year.**
- The majority of the voting members of the Circuit CWA Executive Committee shall constitute quorum.**
- Written notice of the meeting shall be sent to all members of the Executive Committee at least two (2) weeks before the meeting.**
- Members of the Executive Committee with two (2) successive absences without notice of valid reason/s shall be declared resigned.**

- d. **Members of the National Executive Committee with two (2) successive absences without notice of valid reason/s shall be declared resigned.**

Section 3: Jurisdictional Meetings

3.1 CWA Biennial Convention

- a. **The Jurisdictional CWA shall hold a Biennial Convention days prior to the Quadrennial Convention of the National CWA.**
- b. **Majority of the CWA Conferences represented by registered voting delegates to the Convention shall constitute quorum.**
- c. **Written notice of the Biennial Convention shall be sent to all CWA Conference Presidents at least one (1) month before the Convention.**

3.2 Executive Committee Meetings

- a. **Regular meetings of the Jurisdictional Executive Committee of the CWA shall be twice in an ecclesial year.**
- b. **The majority of the voting members of the Jurisdictional CWA Executive Committee shall constitute quorum.**
- c. **Written notice of the meeting shall be sent to all members of the Executive Committee at least one (1) month before the meeting.**
- d. **Members of the Executive Committee with two (2) successive absences without notice of valid reason/s shall be declared resigned.**

Section 4: Conference Meetings

4.1 Annual Conference Convention

- a. **The Conference CWA shall hold its Annual Convention days prior to the Conference Annual Session.**
- b. **The majority of the CWA local churches represented by registered voting delegates to the Convention shall constitute quorum.**
- c. **Written notice of the Annual Conference Convention shall be sent to all CWA presidents of local churches at least one (1) month before the Convention.**

CONSTITUTION

ARTICLE I – NAME

The name of the organization shall be the **CHRISTIAN WOMEN’S ASSOCIATION (CWA)** of the UNITED CHURCH OF CHRIST IN THE PHILIPPINES.

ARTICLE II – PURPOSE

To empower women in proclaiming the gospel of our Lord Jesus Christ and to formulate and implement programs on Christian leadership and stewardship.

ARTICLE III – MEMBERSHIP

1. Regular Membership. All bona fide women members of the United Church of Christ in the Philippines who enlist themselves in the Local Church CWA and pay the required annual obligations set by the Organization.

1.a To be considered as regular member of good standing, she shall be involved in the programs and activities of the Organization.

2. Associate Membership. Any women’s organization of other evangelical churches not related to the United Church of Christ in the Philippines may become associate member for the purpose of Christian fellowship.

ARTICLE IV – OFFICERS

The Officers of **the Christian Women’s Association** of the United Church of Christ in the Philippines shall be **the following**:

National

- 1. President**
- 2. Area Vice Presidents – (Jurisdictional Area Presidents)**
- 3. Secretary**
- 4. Treasurer**
- 5. Auditor**

Jurisdiction

1. **President**
2. **Vice Presidents – (Conference Presidents)**
3. **Secretary**
4. **Treasurer**
5. **Auditor**

Conference

1. **President**
2. **Vice Presidents (Circuit Presidents)**
3. **Secretary**
4. **Treasurer**
5. **Auditor**

Local Church

1. **President**
2. **Vice President**
3. **Secretary**
4. **Treasurer**
5. **Auditor**

There shall be chairpersons of Standing Committees **in all levels** appointed by the President **and confirmed by the elected officers and the Consultant.**

ARTICLE V– THE EXECUTIVE COMMITTEE

The following shall compose the Executive Committee of the **CWA in all levels.**

1. Elected Officers
2. **Presidents of the immediate lower level**
3. Chairpersons of Standing Committees
4. **CWA Consultant, without vote**

ARTICLE VI– THE QUADRENNIAL CONVENTION

1. **The Quadrennial Convention** shall be the highest governing body **of the Organization.** It shall meet every four (4) years, preferably a few days prior to the General Assembly of the United Church of Christ in the Philippines.

- b. **Approves appointment of chairpersons of Standing Committees and Special Committees upon the recommendation by the elected incoming president.**
- c. Acts on proposals submitted for appropriate actions.
- d. Formulates operational policies and implementing guidelines for the **CWA.**
- e. To recommend the **CWA Budget** for final approval by the Convention/**Assembly in session.**
- f. To act upon matters referred to it by the General Assembly of the United Church of Christ in the Philippines when the Convention/**Assembly** is not in session.
- g. It shall elect delegates to meetings, conferences and conventions, institutes, etc., to national affairs where the CWA representation is desired, except when Convention/**Assembly** is in session and can act on the election.

ARTICLE V– MEETINGS

Section 1: CWA Quadrennial Convention

- a. **The National CWA shall hold a Quadrennial Convention days prior to the General Assembly of the United Church of Christ in the Philippines.**
- b. **Two-thirds (2/3) of the total CWA Conferences represented by registered voting delegates to the Convention shall constitute quorum.**

Section 2: Meetings of the National Executive Committee

- a. Regular meeting of the **National Executive Committee** shall be **held once in an ecclesial year.**
- b. The majority of the voting members of the National CWA Executive Committee will constitute a quorum.
- c. Written notice of the meeting shall be sent to all members of the Executive Committee at least one (1) month before the meeting.

- c. **Encourages the local church CWA to participate in the Family Week/Sunday celebration.**

1.5 Mission, **Health** and Community Service Committee

- a. **Designs and implements mission, health and community service programs.**
- b. **Coordinates with government and non-government organizations, if deemed necessary, regarding mission, health and community service programs.**

Section 2: Special Committees (All Levels)

2.1 Nomination and Election (NOMELEC) Committee

- a. **Formulate guidelines on the nomination and election procedures; and present to the Executive Committee for approval. Upon approval, disseminate the same to the Convention/Assembly in session.**
- b. **Present initial list of nominees to the Convention/Assembly in session and ask for open nominations from the floor.**
- c. **Administer election proceedings, count ballots and report results to the Convention/Assembly in session, which will be formally declared by the Chairperson of the NOMELEC Committee.**

2.2 Socials Committee

- a. **Plans and presents social activities of the incoming conventions/assemblies to the Executive Committee for approval.**
- b. **Oversees and implements the approved plan during conventions/assemblies.**
- c. **Prepares social and recreational activities during CWA special celebrations.**

ARTICLE IV– DUTIES OF THE EXECUTIVE COMMITTEE

Section 1: The duties of the Executive Committee (All Levels) of the CWA are as follows:

- a. **Acts as policy-making body when the conventions/assemblies are not in session.**

2. **Members to the Quadrennial Convention shall be the following:**

A. **Registered voting delegates**

- (1) **All members of the National Executive Committee of the Christian Women’s Association**
- (2) **Incumbent Conference Presidents**
- (3) **Four (4) delegates elected in the Annual Conference in Session, a year prior to the Quadrennial Convention**

B. **Corresponding delegates (without vote)**

Participants not covered by the above description shall be considered corresponding members, to include the chairpersons of the Special Committees of the National Executive Committee.

ARTICLE VII– JURISDICTIONAL BIENNIAL CONVENTION

- 1. Each Jurisdiction shall meet in convention **once** every two (2) years.
- 2. The Jurisdictional CWA **Biennial** Convention shall be the highest governing body.

A. **Registered Voting Delegates**

- (1) All members of the Executive Committee of the Jurisdictional CWA.
- (2) **Four (4) delegates elected in the Annual Conference in Session prior to the Biennial Convention.**
- (3) Members of the National **Executive** Committee who belong to the Jurisdiction.

B. **Corresponding Members (without vote)**

Participants not covered by the above description shall be considered corresponding members, to include chairpersons of the Special Committees of the Jurisdictional Executive Committee.

ARTICLE VIII– CONFERENCE ANNUAL CONVENTION

- 1. **Each Conference shall meet in convention every year.**
- 2. **The Conference CWA Annual Convention shall be the highest governing body.**

A. Registered Voting Members

- (1) All members of the Executive Committee of the Conference CWA.**
- (2) Four (4) delegates elected from each local church CWA.**
- (3) Members of the National and Jurisdictional Executive Committees who belong to the Conference.**

B. Corresponding Members (without vote)

Participants not covered by the above description shall be considered corresponding members, to include chairpersons of the Special Committees of the Conference Executive Committee.

ARTICLE IX– COMMITTEES

- 1. Standing Committees of the CWA at all levels shall be
 - a. Program, Ecumenical Partnership and Publication**
 - b. Christian Leadership Education**
 - c. Finance, Stewardship and Membership
 - d. Home and Spiritual Life
 - e. Mission, **Health** and Community Service
- 2. Special Committees
 - a. Nomination
 - b. Social

ARTICLE X– AMENDMENTS

Amendment or amendments to the Constitution should be submitted in writing by any Annual Conference **Christian Women’s Association** and shall be submitted to the **National Executive Committee at least two (2) months prior to its annual meeting for study and recommendation.**

After the review of the National Committee, the proposed amendment or amendments shall be distributed back to every Conference Executive Committee for study and finally for ratification during its Annual Convention in session.

The Constitution may be amended by any **Conference Convention** by a majority of the affirmative votes cast by the voting delegates thereto; **and two-thirds (2/3) votes of the total number of Conferences.**

- a. **Prepares program for CWA Conventions and Assemblies, in consultation with the President for approval by the Executive Committee**
- b. **Recommends to the Executive Committee all relevant programs and publications toward women empowerment and spiritual enrichment aligned to the UCCP Quadrennial themes and thrusts, to include existing programs of ecumenical partners.**
- c. **Publishes regularly literatures and CWA newsletters as approved by the CWA Executive Committee.**

1.2 Christian Leadership Education Committee

- a. **Designs and implements approved capability development programs.**
- b. **Conducts trainings for incoming officers and potential leaders.**

1.3 Finance, Stewardship and Membership Committee

- a. **Prepares budget to be presented to the CWA Executive Committee for approval and confirmation by the Conventions and Assemblies.**
- b. **Find ways and means of raising funds for the CWA programs.**
- c. **Recommends financial policies and stewardship programs to be presented to the CWA Executive Committee for approval and if deemed necessary, for confirmation by the Conventions and Assemblies.**
- d. **Monitors and prepares annual statistical report of the total membership of the CWA.**

1.4 Home and Spiritual Life Committee

- a. **Designs and implements home and spiritual life programs in coordination with Program, Ecumenical Partnerships and Publication Committee.**
- b. **Prepares liturgical guides for CWA designated celebrations and secures ecumenical celebration guides.**

- d. She shall prepare and submit an audited financial report as required by the Executive Committee during conventions and assemblies.
- e. She shall follow-up remittances from appropriate source.
- f. She shall ensure timely remittance of funds to concerned office.

Section 4: The Auditor (All Levels)

- a. She shall audit the books of the CWA regularly and submit a report of her exceptions and findings to the Executive Committee.
- b. She shall submit an audited Financial Statements to the Executive Committee meetings and to the Convention/Assembly.
- c. She shall follow-up on the compliance on exceptions and findings noted and prepare/submit a report to the Executive Committee.

Section 5: The Consultant (All Levels)

The Consultant shall be the immediate past president.

- a. She shall maintain awareness of the activities and programs sponsored by the CWA.
- b. She shall attend the Executive Committee meetings as regular member, without vote.
- c. She shall serve as the Chairperson of the Nomination and Election (NOMELEC) Committee.
- d. She shall help explain and clarify CWA policies.
- e. She shall help provide direction in the area of parliamentary procedures, meeting facilitation, group building, goal setting and program planning.
- f. She shall give counsel, contribute, advise and to inform CWA members of experience in handling the CWA organization.

ARTICLE III– DUTIES OF COMMITTEES

Section 1: Standing Committees (All Levels)

1.1 Program, Ecumenical Partnerships and Publication Committee

ARTICLE XI– EFFECTIVITY CLAUSE

The Constitution as amended shall take effect **in the Ecclesial Year immediately after its ratification during the CWA Quadrennial Convention.**

BY-LAWS

ARTICLE I– ELECTION OF OFFICERS AND TERM OF OFFICE

Section 1: National Level Officers of the CWA

- 1.1 The Area Vice Presidents of the National CWA are the presidents of the Jurisdictions. The outgoing Area Vice Presidents shall be automatic candidates for National President without need of nomination, except when she will decline the privilege.
- 1.2 All registered voting delegates of the Quadrennial Convention shall be entitled to vote, be nominated and voted upon to the office of the National President, Secretary, Treasurer and Auditor; provided her eligibility is validated by the NOMELEC Committee. There will be no voting “in absentia” and the physical presence is required during the election.
- 1.3 The National Officers shall be elected during the Quadrennial Convention to serve for a term of four (4) years without re-election. However, they may be elected or appointed to another office in the National Offices of the CWA.

The term of office shall commence on June 1st of the Quadrennial and ends on May 31st after 4 years.
- 1.4 No elected National Officer shall be available for another elective office in the Jurisdiction, Conference, Circuit and Local Church CWA during her incumbency in the National level.
- 1.5 Installation of National Officers (elective and appointive) shall take place at the Closing Worship of the Quadrennial Convention.
- 1.6 In case of death, incapacity or migration, the one elected with the next highest votes shall replace her for the remaining period of her term.

Section 2: Jurisdictional Level Officers of the CWA

- 2.1 The Vice Presidents of the Jurisdiction CWA are the presidents of the Conferences.**
- 2.2 All registered voting delegates of the Jurisdictional Convention shall be entitled to vote, be nominated and voted upon to the office of the Jurisdictional Area President, Secretary, Treasurer and Auditor; provided her eligibility is validated by the NOMELEC Committee. There will be no voting “in absentia” and the physical presence is required during the election.**
- 2.3 The Jurisdictional Area Officers shall be elected during the Biennial Convention prior to the Quadrennial Convention to serve for a term of four (4) years without re-election. However, they may be elected or appointed to another office in the Jurisdictional Offices of the CWA.**

The term of office shall commence on June 1st of the Quadrennial and ends on May 31st after 4 years.

- 2.4 No elected Jurisdictional Officer shall be available for another elective office in the Conference, Circuit and Local Church CWA during her incumbency in the Jurisdictional level.**

Section 3: Conference Level Officers of the CWA

- 3.1 The Vice Presidents of the Conference CWA are the presidents of the Circuits.**
- 3.2 All registered voting delegates of the Conference Convention shall be entitled to vote, be nominated and voted upon to the office of the Conference President, Secretary, Treasurer and Auditor; provided her eligibility is validated by the NOMELEC Committee. There will be no voting “in absentia” and the physical presence is required during the election.**
- 3.3 The Conference Officers shall be elected during the Conference Convention to serve for one (1) term of two (2) years without prejudice of re-election for another term. However, they may be elected or appointed to another office in the Conference Offices of the CWA.**

2. Executive Committee Meetings

3. Regular and Special Meetings

- c. She shall be one of the Vice Presidents of the Circuit CWA.**
- d. She shall be ex-Officio member of the Standing Committees and any other committees which may be created.**
- e. She shall represent the organization to the local church Council unless otherwise agreed by the organization.**
- f. She shall be one of the secondary signatories of all financial transactions of the local church CWA.**
- g. She shall sign all official communications of the CWA of the local church.**
- h. She shall promote the women’s work in the local churches specially CWA celebrations.**

Section 2: The Secretary (All Levels)

- a. To prepare minutes of previous meetings for approval.**
- b. To keep full and complete records of all proceedings of conventions, assemblies, executive committee meetings, both regular and special.**
- c. To send notices of meetings and CWA celebrations.**
- d. To have custody of all records and documents.**
- e. To turn-over all records to the next elected secretary; and to perform other duties from time to time.**

Section 3: The Treasurer (All Levels)

- a. She shall collect, receive and keep account of all funds in favor of CWA. Issue official receipts and record the same to the book of accounts.**
- b. She shall receive all monies, cash and cash items for credit to the account of CWA and shall deposit the funds to designated bank.**
- c. She shall be the principal signatory to the cash withdrawals/ disbursements in accordance with the approved budget and duly approved by the President or Chairperson of the Finance, Stewardship and Membership Committee.**

- g. She shall sign all official documents and contracts of CWA in the Conference.
- h. She shall promote the women's work in coordination with the Circuits.
- i. She shall act as liaison between the Jurisdictional CWA and Circuit CWA.

1.4 Circuit Presidents

- a. She is the overall chairperson of the total CWA program of the Circuit.
- b. She shall preside over all Circuit meetings of the CWA.
 - 1. Circuit Assembly
 - 2. Circuit Executive Committee meetings
 - 3. Other Special meetings of the Circuit CWA.
- c. She shall be one of the Vice Presidents of the Conference CWA.
- d. She shall be ex-Officio member of the Standing Committees and any other committees which may be created.
- e. She shall represent the organization to the corresponding body of the Circuit.
- f. She shall be one of the secondary signatories of all financial transactions of the Circuit CWA.
- g. She shall sign all official documents for the Circuit CWA.
- h. She shall promote the women's work in coordination with the local churches.
- i. She shall act as liaison between the Conference CWA and Local Church CWA.

1.5 Local Church CWA Presidents

- a. She is the overall chairperson of the total CWA program of the local church.
- b. She shall preside over all CWA meetings of the local church.
 - 1. General Assembly

The term of office shall commence on June 1st of the Ecclesial Year and ends on May 31st after 2 years.

- 3.4 No elected Conference Officer shall be available for another elective office in the Circuit and Local Church CWA during her incumbency in the Conference level.

Section 4: Circuit Level Officers of the CWA

- 4.1 The Vice Presidents of the Circuit CWA are the presidents of the Local Church CWA.
- 4.2 All registered voting delegates of the Circuit Assembly shall be entitled to vote, be nominated and voted upon to the office of the Circuit President, Secretary, Treasurer and Auditor; provided her eligibility is validated by the NOMELEC Committee. There will be no voting "in absentia" and the physical presence is required during the election.
- 4.3 The Circuit Officers shall be elected during the Circuit Assembly prior to the Conference Convention to serve for one (1) term of two (2) years without prejudice of re-election for another term. However, they may be elected or appointed to another office in the Circuit Offices of the CWA.

The term of office shall commence on June 1st of the Ecclesial Year and ends on May 31st after 2 years.

- 4.4 No elected Circuit Officer shall be available for another elective office in the Local Church CWA during her incumbency in the Circuit level.

Section 5: Local Church CWA Officers

- 5.1 The officers of the local church CWA are the President, Vice President, Secretary, Treasurer and Auditor.
- 5.2 They shall be elected during the General Assembly and shall serve for a term of two (2) years without prejudice to a re-election.
- 5.3 Bona fide members of good standing are eligible to vote and be voted upon. Good standing means those members who are regularly paying their CWA obligations and actively attending CWA activities.

Section 6: The official nominee for each office in all levels receiving the plurality (highest number of votes garnered) votes cast shall be declared elected.

Section 7: In case of vacancy of the Office of the President in any level, the respective Executive Committee shall vote as to who among the Vice Presidents shall serve in Acting capacity the remaining term until the next election.

ARTICLE II– DUTIES OF OFFICERS

Section 1: The Presidents

1.1 The National President

- a. She is the overall chairperson of the total program of the CWA.
- b. She shall preside over all national meetings of the CWA.
 1. Quadrennial Convention
 2. National Executive Committee meetings
 3. Other Special meetings of the National CWA.
- c. She shall be ex-Officio member of the Standing Committees and any other committees which may be created.
- d. She shall represent the organization to the National Council and to the General Assembly of the UCCP.
- e. She shall represent the organization to any women’s gathering both national and international.
- f. She shall represent UCCP women to the NCCP (National Council of Churches in the Philippines) Women’s Desk and Church Women United of the Philippines (CWUP).
- g. She shall be one of the secondary signatories of all financial transactions of the National Executive Committee of the CWA.
- h. She shall sign all official national documents and contracts of CWA.

1.2 Jurisdictional Presidents

- a. She is the overall chairperson of the total CWA program of the Jurisdiction
- b. She shall preside over all jurisdictional meetings of the CWA.
 1. Biennial Convention

2. Jurisdiction Executive Committee Meetings

3. Other Special Meetings of the Jurisdiction.

- c. She shall be one of the Area Vice Presidents of the National Office of the CWA.
- d. She shall be ex-Officio member of the Standing Committees and any other committees which may be created.
- e. She shall represent the organization to the Jurisdictional Area Cabinet of the UCCP upon invitation.
- f. She shall be of the secondary signatories of all financial transactions of the Jurisdiction.
- g. She shall sign all official documents and contracts of the CWA in the Jurisdiction.
- h. She shall promote the women’s work in coordination with the Conferences.
- i. She shall act as liaison between the National CWA and Conferences within her jurisdiction.

1.3 Conference Presidents

- a. She is the overall chairperson of the total CWA program of the Conference.
- b. She shall preside over all Conference meetings of the CWA.
 1. Annual Convention
 2. Conference Executive Committee meetings
 3. Other Special meetings of the Conference CWA.
- c. She shall be one of the Vice Presidents of the Jurisdiction CWA.
- d. She shall be ex-Officio member of the Standing Committees and any other committees which may be created.
- e. She shall represent the organization to the Conference Council.
- f. She shall be one of the secondary signatories of all financial transactions of the Conference CWA.