



OSLC-WELCA STANDING RULES Adopted April 9, 2015

1. The President will be responsible for sending the officer listing to the SC WELCA Synodical Secretary each year prior to January 10, even if the officers remain the same.
2. The President will be responsible for-gathering circle information for Our Saviour Directory.
3. The President or designee will be responsible for a monthly article in The Grapevine.
4. The Nominating Committee will consist of at least one individual from each circle. Each circle will be responsible to provide a representative.
5. The President will coordinate the annual installation of WELCA Officers and Executive Committee with the Pastor prior to December 31.
6. Financial commitments on behalf of Our Saviour WELCA must have prior approval of all circles.
7. The Treasurer will have the bank book and ledgers audited yearly by a committee or designee with auditing experience.
8. The Treasurer along with the current officers and one member from each circle will meet and propose a budget. Proposed changes will be circulated to each circle to review at their September Meeting for adoption at the December General Meeting.
9. When a death occurs within the immediate family (spouse, child, parent) of any member of the congregation and a meal for the family/funeral is not desired, the Treasurer will be responsible for sending a memorial as designated by the family.
10. The Secretary will be responsible for sending the meeting minutes to the WELCA Officers and Executive Committee within thirty days after the meeting.
11. Committee reports, proposals, and motions at Executive and General Meetings will be written and given to the WELCA Secretary.
12. Saxe Gotha Conference meetings are held twice a year in the spring and fall. Dues are to be paid at the fall meeting.
13. Conference and convention offerings such as thank offering, convention offering, general offerings, project, and/or triennial, etc. will be sent with a representative.
14. Each circle is responsible to fulfill the annual designated committee assignments.
15. The annual project to improve or enhance the Women of the WELCA and/or church will be selected by the circle and presented to the membership for approval.
16. The annual retreat information for the upcoming year will be presented to the attendees at the close of the current retreat.

NOTE: These Standing Rules deal only with administrative matters and function under the umbrella of the OSLC-WELCA Constitution and Bylaws.