**According to the SEPA SWO August 2021 Revised WELCA Constitution:**

**ARTICLE VII: SECTION 5. Duties of SWO Officers**

**Item 1.          The president shall**

**a.     preside at all conventions of the synodical women’s organization and at meetings of the board and executive committee;**

**b.     ensure that the constitution and bylaws of the synodical women’s organization are duly observed and that the actions thereof are carried into effect, and appoint all committees not otherwise provided for;**

**c.      be an ex‑officio member of all committees of the synodical women’s organization except the Nominating Committee;**

**d.     submit a report to each regular convention of the synodical women’s organization concerning her work, with observations and recommendations affecting the synodical women’s organization as she may deem important;**

**e.     serve as liaison with the churchwide women’s organization and attend the meetings of the Conference of Synodical Presidents;**

**f.      represent the synodical women’s organization at, or appoint representatives to, inter‑Lutheran and ecumenical associations and councils in which the organization participates; and**

**g.     serve as representative to the Synod Council, or appoint a representative.**

**Item 2.          The vice president shall**

**a.      act in the absence, disability, or resignation of the president. She shall assume the duties of the president until the vacancy is filled by the board of the synodical women’s organization at its next regularly scheduled meeting; and**

**b.     perform such other duties as requested by the president or the board.**

**Item 3.          The secretary shall**

**a.      be the secretary of the board and the executive committee of the synodical women’s organization;**

**b.     be responsible for recording and distributing minutes of the synodical convention, the board, and the executive committee;**

**c.      give the units notification of the regular convention at least three months in advance and of a special convention at least one month in advance;**

**d.     keep a correct register of the roll of units, along with the names of the officers or leaders of these units;**

**e.     secure from the units such reports as from time to time may be required;**

**f.      perform such other duties as the board may from time to time direct; and**

**g.     provide for the gathering and preserving of historical records and documents.**

**Item 4.          The treasurer shall**

**a.     provide for the keeping of all records and be accountable for all funds;**

**b.     be responsible for disbursing funds in accordance with the financial policies of Women of the ELCA and the budget of the synodical women’s organization; and**

**c.      present a complete report, including an accounting compilation or review, to the synodical women’s organization convention and an interim report to each board and executive committee meeting.**

**SECTION 7. Duties of Board Members**

**Item 1. Transact necessary business and make programmatic decisions between conventions.**

**Item 2. Set policies required for effective and efficient functioning.**

**Item 3. Supervise and coordinate the work of all committees that the board may appoint.**

**Item 4. Identify board members for networking between the churchwide organization and the unit in both programmatic and organizational concerns.**

**Item 5. Determine the time and place of each convention. Conventions may be held solely by one or more means of remote or virtual communications, provided that the number of participants is sufficient to constitute a quorum.**

**Item 6. Prepare the proposed agenda, rules of procedure, and program for adoption by each convention.**

**Item 7. Report its actions to each regular convention.**

**Item 8. Recommend the budget to the regular convention.**

**Item 9. Fill vacancies among the SWO leaders until the next convention.**

**Item 10. Determine the fact of the incapacity of a SWO leader or board member to perform her duties and determine if she shall be removed from her office in accordance with the policies and procedures of the churchwide Executive Board. For removal of a SWO leader or board member, a two‑thirds vote of the total board shall be required. A mail vote shall not be used to effect the removal of a SWO leader or board member.**

**Item 11. Act as Constitution and Bylaws Committee. Whenever a synodical women’s organization proposes to amend its constitution and bylaws, the board of this organization shall submit prior to September 15 or March 15 the proposed amendments to the churchwide Executive Board for review and action.**

**Item 12. Act in such other matters as may be delegated to it by the convention of the synodical women’s organization.**