



The National Auxiliary

Statement of Principles of the Women's Missionary Auxiliary of the Baptist Missionary Association of America

Article I—Name

This organization shall be called the Women's Missionary Auxiliary of the Baptist Missionary Association of America.

Article II—Definition

The national Women's Missionary Auxiliary is the associated effort of the local auxiliaries, represented by messengers, of the churches of the Baptist Missionary Association of America.

Article III—Statement of Purpose

The Women's Missionary Auxiliary is a group of women authorized by Missionary Baptist churches on the local, district, state, and national levels, banded together to encourage each other in their Christian growth and to aid in the ministries of their church and her associations through youth auxiliaries and personal ministry. She seeks to actively help the churches of the Baptist Missionary Association of America to carry the gospel to every corner of the world through local mission projects, personal and corporate evangelism, Christian education, benevolence, and by serving as an advocate for the needs of local, state, interstate, and foreign missionaries to the churches of the Baptist Missionary Association of America.

She also is to encourage and aid the organization of local auxiliaries in all the churches affiliated with the Baptist Missionary Association of America and to help in the organization of district and state auxiliaries.

Article IV—Membership

The local auxiliaries make up the membership of the national auxiliary. Each auxiliary is entitled to three messengers who have been chosen from her membership and approved by her church to vote on her behalf, provided her church has been received into the fellowship of the Baptist Missionary Association of America.

A new auxiliary may petition for membership by voting in a regular meeting to affiliate with the national Women's Missionary Auxiliary. A petitionary letter is then prepared, approved in church conference, and presented to the petitionary letter committee at any meeting of the national Women's Missionary Auxiliary. Upon approval by the body, the messengers are seated. When an inactive auxiliary becomes active, it need not petition again.

Article V—Officers

The officers of the national auxiliary, all of whom are to be elected annually, are as follows: president; first vice-president; second vice-president; third vice-president; (those four officers shall not serve in the same offices more than two consecutive years); two recording secretaries; corresponding secretary-treasurer; reporter; historian; director of youth auxiliaries; Sunbeam director; Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter; editor; song leader; and pianist. (All national officers are members of the national recommendations committee.)

The following committees are to be elected annually: promotion committee, composed of three; salary and expense study committee, composed of three; advisory council, composed of three pastors in the Baptist Missionary Association of America; and study course book committee, composed of five members: the president, the third vice-president, and three members elected from the floor in annual session.

Article VI—Duties of Officers and Recommended Activities

Section 1—President

a. To Represent the National Women's Missionary Auxiliary

Prepare to represent the national Women's Missionary Auxiliary whenever and wherever you are invited or have the opportunity to go. Gain an understanding of the objectives of the work, be informed of the conditions and needs, and be able to offer information and guidance concerning the entire auxiliary program. Be prepared to speak about or to teach Women's Missionary Auxiliary objectives and to travel at each opportunity. Offer specific officer helps, program materials, and information about Women's Missionary Auxiliary projects as needed.

Serve as a consultant for the other officers and be

familiar with their duties. Refer questions to the advisory council, and depend upon them as your parliamentarians. Correspond regularly with the officers and elected committee members to develop a team spirit.

Form a connecting link to the state auxiliaries by communicating with the state Women's Missionary Auxiliary presidents.

Submit articles to denominational papers to improve communication and promote Women's Missionary Auxiliary objectives. (You may wish to channel these articles through the office of the reporter.)

A handbook is helpful, listing the names and addresses of national officers, projects, study course books, reporting requirements, and other pertinent information. The book may be prepared, printed, and distributed as you travel, with help from other officers and state presidents. A personal notebook with selected materials will be useful.

The programs for the executive committee and the annual session will be prepared by the second vice-president, and the agenda will be prepared and the booklets assembled by the president. Send a copy of the program to the reporter early enough for distribution to all denominational papers. Notify officers of deadline dates and format for reports. (Provide a copy of the agenda to the first vice-president.)

b. To Preside Over All Meetings

Be in charge of the annual session (during the annual Baptist Missionary Association of America meeting); and the executive committee meeting (at the time of the Missions Symposium, time and place to be set by the missions department).

Plan a workshop or special meeting during the annual meeting of the Girls' Missionary Auxiliary of America.

Call meetings when necessary. (It is customary to call a meeting to get acquainted with the newly elected officers and collect addresses as soon after the annual meeting as

possible. Have the time and place announced, and keep it brief, so as not to keep anyone out of the main meeting.)

c. To Appoint Committees as Directed by the Body

Appoint standing committees who work during the annual and executive committee meetings. They are the registration, petitionary letters, finance, and resolutions committees. Appoint three women to serve on each committee except registration, which requires six to eight for the annual meeting and three for the mid-year meeting. Choose women from among the membership of the auxiliaries of the Baptist Missionary Association of America. (It is best to appoint women in the locality of the meeting place for the registration committee.)

Work with the host committee, made up of the state Women's Missionary Auxiliary presidents and/or the district Women's Missionary Auxiliary presidents of the area where the annual meeting is held. Cooperate with these women and assign them to coordinate the work and make the necessary arrangements that are best done locally. These include suggesting names of area women to serve on the registration committee; arranging for a nursery location and workers; arranging for display space and tables, seating, etc.; and often providing the name tags (optional).

Appoint a committee to plan a workshop, during the annual meeting of the Girls' Missionary Auxiliary of America (Retreat), made up of officers or women who specialize in a specific area of Women's Missionary Auxiliary work. The workshop program should be given to the Girls' Missionary Auxiliary program director early in May to be included the program booklet printed for the Girls' Missionary Auxiliary of America. The workshop may be held at a time to be arranged with the director of youth auxiliaries, or, if space is available, a central location may be used for displays of materials.

Appoint other committees as needed.

d. To Serve on the Study Course Book Committee

Refer to Section 15 for information on the members and procedures.

e. To Serve as an Ex Officio Member of All Committees

f. To Call Special Meetings When Necessary

Call a meeting in the event that a vacancy occurs in any office or a situation arises that requires the approval of the national Women's Missionary Auxiliary. Consider calling this meeting in conjunction with the Girls' Missionary Auxiliary of America if possible.

g. To Present a "President's Award"

Present the award to the auxiliary that gives the most to the project fund at the direction of the national auxiliary.

h. To Sign the Official Signature Card

Sign the signature card with the corresponding secretary for the national Women's Missionary Auxiliary funds.

i. To Prepare a Report for the Annual Session

Give a summarized report of the national auxiliary work to the annual session of the Baptist Missionary Association of America. This is done by the incoming president and is prepared, read to the body at the appointed time, and handed to the Baptist Missionary Association of America clerks for publication. Include briefly the accomplishments of the prior year, project fund information (old project and amount given and new project and goals) and a list of the incoming officers.

Section 2—First Vice-President

a. To Be the Assistant to the President

Assume the responsibility as the first assistant to the president. (In the event the president resigns or becomes unable to perform her duties, you would assume her

responsibilities.) Gain an understanding of all objectives of the work and a working knowledge of the manual and guidebook and of parliamentary procedure. Be prepared to speak concerning or to teach Women's Missionary Auxiliary objectives, and as you may be asked, to travel in the interest of the Women's Missionary Auxiliary. Assemble materials, especially on the subjects of enlistment and personal service. Prepare to preside over the meetings in the absence of the president. (The president may request that you preside during part of the annual meeting.) Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

b. To Promote Personal Service

The personal service report form is no longer in use; however, the importance of personal service has not diminished. Emphasize personal involvement through programs, publications, and personal appearances; and encourage the local, district, and state Women's Missionary Auxiliary women to remain faithful in service to the Lord.

c. To Serve as Enlistment Chairperson

Prepare a plan for enlistment which can be used locally and nationally. February is enlistment month. Promotion should begin with an article, outlining a plan, theme, and instructions for the procedure. Send the article to the Women's Missionary Auxiliary editor and reporter for inclusion in denominational publications. Prepare follow-up articles and suggested activities in denominational papers to further publicize enlistment month.

Provide the petitionary letter form and invite new auxiliaries to petition for membership in the national group. Recognize and welcome new auxiliaries at the annual meeting. As a welcoming gesture, write a note to each new auxiliary as soon after the meeting as possible.

d. To Promote the Standard of Excellence

Submit articles promoting the Standard of Excellence

to denominational papers. Award a certificate of recognition, at the annual meeting, to the auxiliaries who attain the standard. Send a card or note to the local auxiliary to further encourage their work.

Section 3—Second Vice-President

a. To Serve as Program-Chairperson

Provide leadership in the area of spiritual program content and effective presentation. The programs should be uplifting as well as informative. Consult with the president, and keep her informed of your plans and progress. Select a theme for the year, and notify the president and the reporter so the new theme may be publicized. Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

As an assistant to the president, be informed of the activities of the auxiliary and be prepared to preside should the need arise. Study the manual and guidebook, as well as resource material on parliamentary procedure.

Prepare and present programs for the executive committee meeting and the annual meeting. Provide materials for a workshop during the annual meeting of the Girls' Missionary Auxiliary of America (Retreat) at the request of the president, and for special programs when the need arises.

The executive committee meeting is held in conjunction with the Missions Symposium, and the emphasis is on missions. It has been the practice to have an elected missionary or missionary's wife as the speaker for the program. Notify all participants; supply all necessary props; work with the song leader and pianist; introduce the program theme, subject, and participants; and be in charge at the time of presentation. Express appreciation to each participant in the program.

The annual meeting is held in April, in conjunction with the annual session of the Baptist Missionary Association

of America. Work with the president on the agenda and prepare an inspiring program. It is customary to invite the current Miss GMA and Junior Miss GMA to participate on the program, and to have one of the youth workers to introduce them. Contact the young women to confirm their appearance, and designate the one to introduce them.

Work with the song leader and pianist to coordinate the music with your program theme. Plan for special music when it is needed, consulting with the musicians either to suggest or arrange it for you.

As the program plans are developed, be sure to notify (well in advance) each one who is involved. Express appreciation to all who helped.

Prepare a program for the workshop at the annual meeting of the Girls' Missionary Auxiliary of America, under the direction of the president. Prepare a display which would include sample programs, helpful books and tracts, suggestions for object lessons, visuals, etc. You might use the same type of display for all meetings when space is available.

b. To Provide Program Helps

Offer leadership, in addition to providing programs for the regular meetings, by communicating with state officers through denominational papers and newsletters. Invite local, district, and state second vice-presidents to share their original programs. Submit programs and ideas through the publications, and offer to participate in workshops when invited by a local, district, or state auxiliary.

Section 4—Third Vice-President

a. To Be Chairperson of Literature and Tract Distribution

Encourage others to promote the use of literature and tracts through correspondence, personal contact, and in denominational papers. Recommend literature that will strengthen the local auxiliaries and will promote

all phases of the national plan of work. Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

b. To Make Publications Available

Prepare a display of available study course books, tracts, and publications for use at regular meetings. Provide copies for sale at meetings where a supply is not available, along with sample copies of *The Gleaner*. Encourage the use of materials published by the Baptist Missionary Association. Prepare a list of study course books and prices, tracts and publications and addresses where they may be obtained, and poster ideas for advertising various publications. Write reviews of books written by Baptist Missionary Association of America authors and interesting biographical sketches of those authors for denominational papers. Watch for new publications and encourage their use. Serve as a consultant in the area of publications for auxiliary work.

c. To Introduce New Authors

Promote the Women's Missionary Auxiliary study course book by arranging an autograph party for the current author to be held during the annual meeting. Provide a table, and announce the times when she will be available to sign books.

d. To Serve as Chairperson of the Study Course Book Committee

(Refer to section 15 for members of the committee and the procedure.)

Section 5—Recording Secretaries

a. To Record and Preserve Records

Keep an accurate record of all proceedings, and preserve all papers of the auxiliary and the executive committee. Be punctual to every meeting; or, when unable to attend, notify the president well in advance. Type minutes immediately to avoid forgetting important data. Record

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minutes in a notebook with reinforced paper. Use pocket pages to insert copies of programs and other loose materials. Label the notebook as to the dates included, and change books as soon as one is filled. Deposit filled books with the Baptist Missionary Association Theological Seminary library for safekeeping.

Write minutes as concisely as possible to preserve the action of the auxiliary. Include full names of women if available (for instance, Mrs. John Doe, rather than Jane Doe).

b. To Report Annually

Make a written report (minutes) annually to the national auxiliary of the between-sessions transactions of the executive committee. Keep minutes of all meetings, officers, recommendations, committees, special meetings, etc. Minutes may be printed in the program booklet, or printed copies may be distributed rather than reading orally (optional). They should be adopted at the next meeting.

c. To Notify Officers of Election

Notify newly elected officers who were not present when elected.

d. To Prepare the Minutes for Publication

Send copies of the minutes and reports of both Women's Missionary Auxiliary and Girls' Missionary Auxiliary to the clerk of the Baptist Missionary Association of America within a month of the meeting.

Also send copies of Women's Missionary Auxiliary minutes and reports to the president, to the Baptist Missionary Association Theological Seminary library, to the corresponding secretary, to the historian, and to the reporter for publicity.

e. To Provide Helpful Information

Assist the president by helping her with names, nominees, and motions which she may not have time to list.

Section 6—Corresponding Secretary

a. To Promote Auxiliary Work

Make contacts with district and local elected officers through correspondence and personal visits. Work with the president to keep the auxiliaries informed of the progress made in the work throughout the year. Cooperate with the first vice-president on enlistment plans, and with the reporter to keep the public informed of the activities of the auxiliaries.

b. To Maintain an Up-to-Date Roll

Keep a file of auxiliaries — including their officers' names and addresses — who have petitioned and been accepted into the national auxiliary. (When an auxiliary has petitioned and been accepted, it will remain a member, even if inactive. When it becomes active, its members need not petition again, but represent by messenger at a national meeting.) Establish contact with a key woman in each state which does not have an active auxiliary. Communicate regularly, passing along information concerning special events and prayer requests.

c. To Make an Annual Report

Make an annual report, which shall include the total auxiliaries reporting, contributions to the project fund, general fund, and designated funds, as well as balances in all funds. Send a copy of the report to the president for the annual program booklet.

d. To Act as the Financial Agent

Act as the financial agent of the body by receiving and disbursing all funds pertaining to the national Women's Missionary Auxiliary general fund, national project fund, and any funds for their respective national departments. Record and file statements in the permanent minutes, indicating financial institutions where auxiliary funds are deposited. (The corresponding secretary is to be paid such salary per year as may be voted at each annual meeting.)

e. To Encourage Reporting

Correspond with any local auxiliary which does not report properly with the financial report form. Furnish annually to the director of Baptist News Service statistics concerning the national Women's Missionary Auxiliary to be placed in the national Directory and Handbook.

Section 7—Reporter

Serve as publicity chairperson, as well as the public relations officer of the Women's Missionary Auxiliary. Prepare frequent articles concerning the nature, objectives, and work of the auxiliary to create a positive image of the auxiliary as an organization involved in missions, benevolence, Christian education, youth auxiliaries, evangelism, and Bible study. Report through the various denominational papers the progress of the national auxiliary work, including a summary of the proceedings of the national meeting and of any executive committee meetings. Write articles of interest about officers' activities to be published by their local newspapers. Assist other officers with their publicity, either by writing articles or by having prepared articles published. Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

Section 8—Historian

a. To Preserve History

Compile and keep vital statistics on the progress of the national auxiliary. Keep a file of minutes for each year since the organization of the national auxiliary. (Expenses involved in the work shall be paid by the vote of the auxiliary.) Keep a scrapbook containing pictures, programs, and news clippings. Display the scrapbook at the national meetings. Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

b. To Recall Heritage

Prepare a display of auxiliary memorabilia. Plan a celebration for special events and anniversaries. Prepare a manuscript on the history of the national auxiliary, when voted by the messengers. Consult the president and second vice-president well in advance to coordinate the plans.

Section 9—Department of Youth Auxiliaries

One objective of the national Youth Auxiliaries department is to assist local churches as well as districts and states in organizing new auxiliaries. For those who already have youth auxiliaries, national leaders offer training in teaching techniques, new ideas, and emotional support, with an abundance of encouragement and inspiration.

The key leaders who work to provide that help are the national director of youth auxiliaries, the Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter, and the Sunbeam director. In the event one becomes unable to serve, the other two will assume the duties until the next scheduled meeting. The duties of these three officers of the national Women's Missionary Auxiliary and the advisory council of the Girls' Missionary Auxiliary of America which works with them are challenging.

a. The Director of Youth Auxiliaries

Coordinate and unify the work of the national Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter and Sunbeam director. Budget finances of youth auxiliaries in cooperation with the Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter and Sunbeam director. Propose updates to the statement of principles of the national Girls' Missionary Auxiliary when necessary. Lead biannual (or as-needed) planning sessions with the Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter and Sunbeam director concerning literature, the annual meeting of the Girls' Missionary Auxiliary of America, and promotion. Make an annual report of the year's activities.

Send a copy of the report to the president for the annual program booklet.

Travel in the interest of the Girls' Missionary Auxiliary (expenses to be paid by the vote of the national Women's Missionary Auxiliary). Assist in organizing Girls' Missionary Auxiliary groups in local churches, districts, and states.

Represent the national Girls' Missionary Auxiliary of America at the meeting of the Department of Camp Ministries trustees.

Become acquainted with all Girls' Missionary Auxiliary and Sunbeam curriculum. Oversee the writing of Girls' Missionary Auxiliary and Sunbeam materials. Research literature in order to recommend books for reading assignments in the Forward Steps.

Coordinate the Girls' Missionary Auxiliary of America with the assistance of the Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter and work closely with the Girls' Missionary Auxiliary officers. Fill national Girls' Missionary Auxiliary offices if vacancies occur prior to the annual meeting of the Girls' Missionary Auxiliary of America (Retreat). Promote a week of prayer before the annual meeting of the Girls' Missionary Auxiliary of America. Plan local counselor and special-interest classes at the annual meeting of the Girls' Missionary Auxiliary of America. Consult with the Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter and the advisory council of the Girls' Missionary Auxiliary of America, in selecting a pastor/missionary for the annual meeting of the Girls' Missionary Auxiliary of America.

Report to the national Women's Missionary Auxiliary on the annual meeting of the national Girls' Missionary Auxiliary of America, including finances.

Submit the minutes and reports of the annual meeting of the Girls' Missionary Auxiliary of America to be printed in the minute book of the Baptist Missionary Association of America.

Coordinate the annual Girls' Missionary Auxiliary missions trip with the Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter and the missions department of the Baptist Missionary Association of America. (This trip is awarded to the Girls' Missionary Auxiliary which raises the most money for the national Girls' Missionary Auxiliary project.) Consult with the missions department to plan the itinerary. Visit the winner of the missions trip for orientation. Secure tourist cards and other necessary papers for the missions trip and make reservations.

b. The National Girls' Missionary Auxiliary- Young Ladies' Auxiliary Promoter

Cooperate with the national director of youth auxiliaries and the Sunbeam director. Meet them for biannual (or as-needed) planning concerning literature, the annual meeting of the Girls' Missionary Auxiliary of America, promotion, and the missions trip. Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

Keep a file of Girls' Missionary Auxiliary groups and addresses of promoters. Correspond with district and state Girls' Missionary Auxiliary leaders and lead in training workshops. Work with the girl officers to promote the Girls' Missionary Auxiliary objectives and project.

Contribute articles to state papers to promote youth auxiliary work. Select a theme (in consultation with the national Sunbeam director) and promote national Girls' Missionary Auxiliary week through state denominational papers.

Review and compile reports and present a summary to the national Women's Missionary Auxiliary.

Assist in organizing Girls' Missionary Auxiliary groups in the local churches, districts, and states, and with inter-state missions churches at the direction of the national Women's Missionary Auxiliary. Travel in the interest of the Girls' Missionary Auxiliary (expenses to be paid by

the vote of the national Women's Missionary Auxiliary).

Become acquainted thoroughly with all Girls' Missionary Auxiliary curriculum.

Assist the director of youth auxiliaries in planning and promoting the annual meeting of the Girls' Missionary Auxiliary of America (Retreat). Conduct classes at the annual meeting of the Girls' Missionary Auxiliary of America for district and state Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoters. Oversee Miss GMA and Junior Miss GMA activities at the annual meeting of the Girls' Missionary Auxiliary of America, plan a get-acquainted tea for representatives (optional), and select Miss GMA and Junior Miss GMA reviewing committees. Plan and present a program for the presentation of representatives.

Assist the director of youth auxiliaries in planning the missions trip.

c. The Sunbeam Director

Cooperate with the national director of youth auxiliaries and the national Girls' Missionary Auxiliary promoter and meet with them for biannual (or as-needed) planning concerning literature, the annual meeting of the Girls' Missionary Auxiliary of America, and promotion. Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

Cooperate with the national director of youth auxiliaries in training district and state leaders, and assist in the organization of new Sunbeam auxiliaries.

Review and compile reports and present a summary to the national Women's Missionary Auxiliary. Conduct workshops for local, district, and state Sunbeam directors and counselors.

Select a theme (in consultation with the national Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter) and promote national Sunbeam week (SEP week) through state denominational papers. Promote the national Sunbeam objectives and the project.

Become acquainted thoroughly with all Sunbeam curriculum.

d. The National Girls' Missionary Auxiliary of America Advisory Council

This council is composed of the director of youth auxiliaries, Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter, Sunbeam director, national Women's Missionary Auxiliary president, the director of youth auxiliaries from each state, the national Girls' Missionary Auxiliary adult treasurer, and five adult Girls' Missionary Auxiliary workers elected by the girls. These women help implement the national goals.

At the national meeting of the Girls' Missionary Auxiliary of America, the advisory council works behind the scenes to make the meeting a memorable experience for all who attend. With their positive attitudes, words of encouragement, and an abundance of hugs, they support the officers.

The work of the Advisory Council is to (1) make recommendations that benefit the national Girls' Missionary Auxiliary of America; (2) make financial recommendations; (3) make nominations for program director and assistant, coronation director and assistant, evangelism director and assistant, recreation co-directors, Forward Steps coordinator and assistant, Queen Day coordinator and assistant, adult treasurer and adult assistant treasurer, camp superintendents, adult pianist, and adult music director for the Girls' Missionary Auxiliary of America; (4) interview the nominees for national Girls' Missionary Auxiliary of America offices; and (5) meet after the national Women's Missionary Auxiliary meeting and at the national meeting of the Girls' Missionary Auxiliary of America as needed.

A designated member shall sit on the stage with girl officers to advise concerning parliamentary procedures.

Section 10—Editor

Promote the Women's Missionary Auxiliary Plan of Work. Write articles of missions interest for the Women's Missionary Auxiliary page in the national missions magazine, The Gleaner.

Promote the national Women's Missionary Auxiliary and the national Girls' Missionary Auxiliary through the printed page. (All expenses involved in the work shall be paid out of the general fund.)

Section 11—Musicians

a. Song Director

Direct the congregational music and assist with special music at all the meetings of the national auxiliary in cooperation with the president and second vice-president.

b. Pianist

Cooperate with the song leader in the preparation and presentation of music for the national auxiliary meetings.

Section 12—The Promotion Committee

a. Set a financial goal for the national auxiliary project and make suggestions for attaining that goal.

Provide information concerning the need, amount required, and time allowed for the project. Prepare materials to be used in advertising the national auxiliary meetings, objectives, projects, and other things pertaining to the work of the national auxiliary. A maximum allowance for advertising expenses for the ensuing year is to be determined by the messenger body at the annual meeting. The expense is to be paid from the project fund. Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

b. Present awards to the auxiliaries giving the most to the project fund and certificates to those giving one hundred dollars or more as directed by the national auxiliary.

Section 13—Salary and Expense Study Committee

Receive and study, anytime during the year, recommendations pertaining to the financial matters of the Women's Missionary Auxiliary. Prepare recommendations for the national meeting and/or executive meeting (Send a copy to the president to be printed in the program booklet.) Designate salaried officers, others who are to receive reimbursement, and funds from which payment will be made. Recommend salaries, travel expenses, mileage rates, meeting expenses, promotional costs, and other expenses as necessary.

Section 14—Advisory Council

a. Parliamentary Advisors

Be present in all sessions of the annual meeting to advise the body when there is any question about whether or not the proceedings are in harmony with the spirit and principles of the Baptist Missionary Association of America. Act as parliamentarians on matters referred by the president.

b. Counsel When Needed

Advise on any correspondence related to requests for funds or assistance out of the ordinary course of auxiliary work.

Section 15—Study Course Book Committee

a. Members of the Committee

The committee shall consist of five members: the president, the third vice-president, and three members elected from the floor in annual session. The third vice-president will serve as chairperson.

b. Procedure

(1) The committee shall meet and consider possible subjects and authors, remembering the wishes of the national Women's Missionary Auxiliary that the author be active in Women's Missionary Auxiliary work.

(2) The chairperson will then consult with the executive director of publications concerning the possible women available to author the study course book, before those women are contacted.

(3) Upon his approval, the committee should then select an author — or an author and a subject — and the chairperson should then contact the woman concerning her willingness and leadership from the Lord to write a Women's Missionary Auxiliary study course book.

(4) If the woman who is chosen is willing, the committee should then submit her name to the recommendations committee before the annual Women's Missionary Auxiliary meeting.

Article VII — Contributions

All contributions shall be raised through voluntary giving and sent to the national corresponding secretary-treasurer to be disbursed as voted by the auxiliary or designated by the donor. Each auxiliary is urged to contribute regularly to the national Women's Missionary Auxiliary work.

The Memorial Endowment Fund shall receive offerings to be invested in an interest-bearing account. The interest shall be deposited to the general fund. The principal amount shall not be used; only the interest may be drawn. Donors are encouraged to make contributions in honor of; in memory of; or as a gift in another's name. Offerings are to be mailed to the corresponding secretary of the Women's Missionary Auxiliary of the Baptist Missionary Association of America, clearly designated to the Endowment Fund and including the name and address of the person or persons who should receive notification of the contribution.

Article VIII—Expenses

Regular and necessary expenses incurred by officers in carrying out their duties, and not otherwise provided,

should be paid by vote of the auxiliary. These expenses may include postage, cost of printing, telephone calls, supplies, etc. The amount may be estimated and a limit set — in keeping with the financial condition of the auxiliary — to be recommended by the salary and expense study committee.

Article IX—Committees

The president shall appoint committees on registration, finance, resolutions, petitionary letters, and any other committees deemed necessary for the success of the meeting and to give reports as instructed by the body.

Section 1—Registration Committee

The duties of the registration committee are to (1) enroll the messengers and visitors at the regular or called sessions of the auxiliary; (2) report to the body the number of messengers enrolled; (3) give a partial or full report at any time requested by a presiding officer or by the messengers; (4) give a final report at the closing session of the national auxiliary meeting of the number of messengers, visitors, and auxiliaries represented; and (5) give a written report to the recording secretary.

Section 2—Finance Committee

The duties of the finance committee are to (1) receive funds brought to the annual session; (2) keep a record of the contributors, the amounts of the contributions, and the purpose for which they were given; (3) make a report of the totals to the messengers and turn all monies over to the properly authorized treasurer for disbursement; and (4) give a copy of the written report to the recording secretary.

Section 3—Resolutions Committee

The duties of the resolutions committee are to (1) receive resolutions, make a thorough study of them, and, if deemed advisable, present them to the body; (2) write and

present any resolution deemed advisable (Resolutions should include a vote of thanks to those responsible for the entertainment; others may concern bereavement or current events); and (3) give a copy of the written report to the recording secretary.

Section 4—Petitionary Letters Committee

The duties of the petitionary letters committee are to (1) receive and study petitionary letters to determine if all things are in order for receiving the new auxiliaries into the fellowship of the body; (2) list the petitioning auxiliaries and report them to the messengers as called for by the president; and (3) give forms and a copy of the written report to the recording secretary.

Section 5—Recommendations Committee

The recommendations committee shall be a standing committee, consisting of all national officers, the president, the corresponding secretary, and the director of youth auxiliaries of each state auxiliary. The duties of the committee are to (1) meet at a convenient time preceding the national auxiliary meeting and at other times at the call of the president; (2) elect a secretary to keep minutes and to inform the committee members of stated or called meetings; (3) hear all recommendations; (4) compile and present recommendations to the national auxiliary; (5) promote auxiliary work among all the churches of the Baptist Missionary Association of America; and (6) give a copy of the written report to the recording secretary.

Article X—Executive Committee

The executive committee shall consist of all officers of the national and state auxiliaries, the presidents and secretaries of all district auxiliaries, and the presidents and secretaries of all local auxiliaries. An alternate may serve on the executive committee in the absence of either the president or secretary of a local auxiliary, provided that she has been elected by her local auxiliary and approved

by her church. No more than two members from each church may vote in the executive committee meetings.

The committee shall meet annually at the time of the Missions Symposium and as directed by vote of the body or the call of the president. The committee shall manage the affairs of the auxiliary between annual meetings.

Should a vacancy in any office occur between annual meetings, it may be filled by the executive committee at a regular or called session.

Those officers who make reports at the annual meetings shall also make reports to the executive committee meetings.

Fifteen members shall constitute a quorum for the transaction of business in each committee meeting.

Article XI — Annual Meeting

The annual meeting shall be held at the same place as the Baptist Missionary Association of America.

Article XII — Amendments

The Statement of Principles may be amended at any regular session of the auxiliary by a vote of two thirds of the messengers present, provided that the amendment is offered in writing at the morning meeting of the session.

Order of Business
for the National Auxiliary

Assembly called to order by the president

Song service

Devotional

Welcome and response

Women's Missionary Auxiliary

Petitionary letters called for

Welcome to new auxiliaries and visitors

Appointment of committees

Business

Executive committee minutes read

Report of committees

Election of officers and setting of salaries

Project selection

Program presented

Adjournment

Lunch

Song service

Unfinished business

New business

Project goal announced

Resolutions

Report on registration and finance

Adjournment