



## Organizing New Auxiliaries

### How to Organize a Local Auxiliary

To organize an auxiliary in the church, the interested members should counsel with their pastor. With his approval and assurance of cooperation, they should present the matter to the church in regular conference. It should be understood that when the church authorizes the organization of an auxiliary, the members are voting their approval of auxiliary work for all ages — from children's groups through the adult women — and that the local auxiliary may at any time in the future organize as many circles as may be practical. The Young Ladies' Auxiliary, the Girls' Missionary Auxiliary, and the Sunbeam Auxiliary should be considered as circles within and under the sponsorship of the general auxiliary. Any church member may offer a motion to authorize the organization of such an auxiliary.

After the church has voted approval, a date for the organization may be set, at which time either the pastor or any other person authorized by the church may

preside. After a song and prayer, the one who presides should state the purpose of the meeting and appoint a secretary pro tem. The statement of principles for a local auxiliary should then be read. A motion would be in order to adopt those, followed by the election of the officers provided for in the manual and guidebook.

The names of the officers and the time of the meeting of the newly organized auxiliary should be sent to the district recording secretary and to the district, state, and national corresponding secretaries for their files. At the first opportunity the local auxiliary should send church-approved messengers to the meetings of the district, state, and national auxiliaries to petition for membership as a cooperating auxiliary in those organizations. (Petitionary letter forms are available from the state corresponding secretary.)

### How to Organize Circles Within the Auxiliary

In order to promote growth and provide opportunity for all women to work in the auxiliary, it is advisable for most churches to organize circles with the the local auxiliary. Some members prefer to meet in the morning, others in the afternoon, and still others at night. They may also prefer to meet on different days. Some women prefer to meet at the church building; others prefer to meet in a home in their residential areas. Having more than one auxiliary circle in the church promotes attendance.

When any member discovers the possibility of enlisting more women in auxiliary work through the organization of another circle to meet at a time and place convenient to them, she should call it to the attention of the president of the local auxiliary. They should counsel with their pastor and secure his cooperation. The president and those interested in going into the new circle should

decide upon a time and place for the organization. When they meet, the president of the local auxiliary should call the meeting to order, have prayer, and then preside until all the officers have been elected.

Any or all of the officers for the local auxiliary as listed may also be elected for the circle. Following the election of officers and before any other business is considered, the president of the local auxiliary should turn the meeting over to the circle president. She should present other business to the group, such as the regular time and place of meetings, course of study, and projects.

The above organization means that each circle can carry on business similar to all other circles of the auxiliary and independent of the general auxiliary, choosing their own time of meeting and their own course of study, adopting their own project, and raising funds to be disbursed at their discretion without interference from the general auxiliary.

Although each circle is independent in the work, it is beneficial for all circles to cooperate, to contribute to the general auxiliary treasury, and to support the district, state, and national programs and projects.

If there is more than one circle in the local auxiliary, it is well to organize a general auxiliary as provided for in this manual and guidebook.

#### Order of Business for a Circle

- Circle president in charge
- Prayer
- Recognition of visitors and new members
- Personal Service reports filled out (optional)
- Minutes read (optional)
- Unfinished business
- New business
- Bible study (Bible teacher and/or second vice-president in charge)
- Announcements
- Adjournment

## How to Organize the General Auxiliary

In churches which have more than one circle, there may be a need to organize a general auxiliary in order to coordinate the work of the circles. In that case, any circle may call a meeting of the officers of all the circles to set the time for the organization of a general auxiliary and to elect a chairperson pro tem, who may then proceed with the organization as planned. At the organizational meeting any or all officers should be elected as provided in the Statement of Principles for a local auxiliary. A regular time of meeting should be set and other business presented.

At the general auxiliary meeting, monthly circle reports are turned in to the general auxiliary secretary, including enrollment and average attendance for the month, attendance at the general meeting, and any funds that are given. The general secretary prepares four copies of the financial report, retains one for local records, and mails one quarterly to each district, state, and national auxiliary. If there is no district auxiliary, send the financial report to the state corresponding secretary. If there is no state corresponding secretary, send the financial report to the national corresponding secretary. The general auxiliary secretary should receive a combined monthly report from the director of youth auxiliaries of all youth auxiliary work, including Sunbeams, Girls' Missionary Auxiliary, and Young Ladies' Auxiliary.

The general auxiliary is to sponsor the Young Ladies' Auxiliary, Girls' Missionary Auxiliary, and Sunbeam groups within the church and to elect their leaders annually.

Messengers to the district, state, and national auxiliary meetings are elected at the general auxiliary meeting. They are to be approved by the church in regular conference.

The general auxiliary is to cooperate with the district, state, and national programs and projects, giving their active financial support.

### Order of Business for the General Auxiliary

President in charge

Opening song and prayer

Recognition of visitors

Business

Reading of minutes and treasurer's report

Other reports (committees, officers)

Unfinished business

New business

Announcements

Adjournment

### How to Organize Other Auxiliary Groups, Sunbeams, Girls' Missionary Auxiliary, Young Ladies' Auxiliary

If the church already has an organized auxiliary, which is duly approved by the church, it is generally supposed that such an organization has the right and privilege of advancing auxiliary work within the church by organizing groups within the local or general auxiliary. Some of the groups, under the sponsorship of the local or general auxiliary, would be Girls' Missionary Auxiliary-Young Ladies' Auxiliary, and Sunbeam Auxiliary.

When there is a need for the organization of any or all of those groups within the church, it should be called to the attention of the local or general auxiliary in their regular business meeting. A motion may be offered that such a group be sponsored. After opportunity has been given to discuss the matter, the auxiliary president should call for a vote on the question. If the proposed organization

is approved by the local or general auxiliary, the director of youth auxiliaries is elected at that time. A Girls' Missionary Auxiliary promoter and counselors and Sunbeam director and counselors for the new groups should then be elected, and a time and place for the organization of the auxiliary groups should be decided upon.

Care should be taken in the selection of Sunbeam directors and counselors. Only women who are interested in the age group with which they shall work, and who by their exemplary lives shall have the confidence of such a group, should be considered. If more time is needed in order to secure qualified persons for the work, the president and director of youth auxiliaries may serve with a committee to seek women to be presented as nominees in the next local or general auxiliary meeting.

All girls in grades four through twelve should be invited to meet with the president of the local or general auxiliary, the director of youth auxiliaries, the Sunbeam director, and the Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter at the time set for the organization. After a song and prayer, the president should state the purpose of the meeting and introduce the director of youth auxiliaries, Girls' Missionary Auxiliary promoter, and Sunbeam director, who should proceed with the formal organization.

After appointing a secretary pro tem, the director of youth auxiliaries will have the reading of the statement of principles found in the Counselor's Handbook for the Girls' Missionary Auxiliary-Young Ladies' Auxiliary and the Sunbeam Manual and Handbook. A motion would be in order to adopt those, followed by the election of the officers suggested for a Girls' Missionary Auxiliary. The promoter and director should then appoint any committees necessary, and a time of meeting should be agreed upon.

The duties of all officers elected for the group are stat-

ed in the Counselor's Handbook for the Girls' Missionary Auxiliary-Young Ladies' Auxiliary and/or the Sunbeam Manual and Handbook.

The Sunbeam Auxiliary is for girls and boys in the third grade and below. They may be divided into five groups: Spark (birth to age two), Flicker (two- and three-year olds), Ray (four-, five-, and preschool six-year-olds), Beam (first and second graders), and Beacon (third graders). The officers of that group will be the director, assistant director, and chairperson who shall perform, whenever practical, all the duties listed for the other officers of the local or general auxiliary.

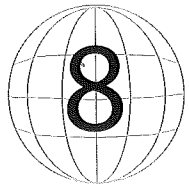
The director shall be responsible for the teaching, the programs, receiving and disbursing of funds, and making the reports to the local and general auxiliaries. If there is a director of youth auxiliaries, the director should give the monthly report to her so that it may be combined with all other youth auxiliary reports. The Sunbeam director may give her own report. In some churches the Sunbeams have successfully met at a time when their mothers were meeting in the adult circles. Refer to the Sunbeam Manual and Handbook for further information.

For a more effective work among the young girls, in some churches it is best to divide the Girls' Missionary Auxiliary into three groups. The youngest group is to be called a Junior Girls' Missionary Auxiliary. It should include those in grades four, five, and six. The older group should be called Junior High Girls' Missionary Auxiliary and should include those in grades seven and eight. The oldest group should be called the Young Ladies' Auxiliary and should include those in grades nine, ten, eleven, and twelve. (A fourth group may also be added. If a local church auxiliary has available a group of single girls who are in college, training for some vocation, or working in the city where the church is located, those young women should be organized into an auxiliary, following the pattern of the Women's Missionary Auxiliary.)

## How to Organize a District Auxiliary

When there are two or more local auxiliaries who desire an organized district auxiliary within the bounds of a county or local association of Baptist Missionary Association churches, any church may vote in conference to invite other churches to send messengers to a meeting called for the purpose of organizing a district auxiliary. Messengers present may select a moderator pro tem, and a secretary pro tem may be appointed. Those are to serve until the regular officers are elected.

The presiding officer should state the purpose of the meeting. The statement of principles for a district Women's Missionary Auxiliary should be read and adopted. Officers should be elected as provided in the statement of principles.



## Parliamentary Procedures

### General Rules of Decorum

The president should call the group or assembly to order at the appointed hour and open with a devotional and a prayer.

After the secretary has read the minutes, the president should ask, "Are there any corrections?" If there are no corrections or amendments, she should say, "The minutes stand approved as read." If there are corrections or amendments, the president should say, "The minutes stand approved as corrected (or amended)."

Any member wishing to speak should rise and address the president or the one presiding at the time. After being recognized by the chair, she may proceed with the discussion.

Any woman who speaks to a motion should confine herself to the question, avoid personalities, and not arraign the motives of any other messenger. She should not cast reflection upon any act of the auxiliary, unless she intends to move to rescind the action criticized.

Unless to ask a question or to make certain privileged motions as an appeal relative to indecorum, objection to the consideration of a question, raising a point of order, calling for orders of the day, making parliamentary inquiry, raising a question of privilege, to reconsider, to call for a division of the question or assembly for voting purposes, or to announce some emergency, no woman should interrupt another who has the floor.

The speaker who has the floor should temporarily yield when the chairperson rises to state a point of order, to make an important announcement, to raise an inquiry, to ask or offer information to clarify, or otherwise to speak. If the speaker is found to be out of order, she may not proceed.

The presiding officer should clearly state all motions or motions as amended before they are voted on by the auxiliary, or she may have the secretary to read them in the form finally offered.

All motions must be seconded, when required of them, before the presiding officer calls for discussion. When the discussion is ended, she should say, "All who favor the motion raise your hand." After the positive vote is taken she should say, "All who oppose the motion show by like sign." She may ask for a voice vote of "yea" or "nay" instead of a show of hands, or she may ask for a rising vote "for" or "against." After the vote is taken, she should state whether the motion is carried or lost.

When a member notices a breach of order, she may rise and say, "I rise to a point of order." She must state the point of order without debate. The presiding officer will decide at once whether it is to be accepted.

When a member is dissatisfied with the decision of the chair, she may say, "I appeal to the body from the decision of the chair." If the appeal is seconded, the presiding officer should ask, "Shall the decision of the chair stand?" She should take the vote, without debate, and announce the result.

## Some Definitions of Common Parliamentary Terms

The chair is a title given to the one who presides over or moderates the business of the auxiliary. It is used when referring personally to her while she is presiding.

To accept a report is the same as to adopt, but it is not the same as to receive a report.

A session is a series of meetings at one general gathering of the auxiliary; the morning meeting, afternoon meeting, and evening meeting often make up one session.

Pending questions are motions which have been stated by the chair but have not been disposed of. The immediately pending question is the one which must be considered before others are taken up.

A plurality vote is the largest number of votes cast for any nominee who is elected because of having more votes than anyone else.

A majority vote is the vote which elects a nominee because she has received more than half of all the votes cast.

Taking precedence refers to certain motions' being in order for presentation and consideration even when another motion is pending. Main motions never take precedence over others.

Amendments are motions made to affect main motions or other amendments by inserting, adding, striking out, or substituting. An amendment to an amendment may not be further amended. An amendment must be voted upon before the original. If the amendment is lost, the original motion is then acted upon. If the amendment is carried the moderator should say, "All those who are in favor of the motion as amended raise your hand." If the one who made the original motion accepts the amendment, the vote need only be taken on the motion as amended.

Substitute motions are those which are made to be inserted into an entire resolution, paragraph, or section

in the place of the corresponding parts of the pending motion.

Order of the day is some definite item of business which has by the vote of the auxiliary been given a specified time for consideration. When a messenger calls for the "order of the day," she does not need a second; the business assigned to that particular hour must be called up, unless by vote it be postponed to another given time.

## Some Subsidiary and Incidental Motions Defined

The previous question, which any messenger can move, is a motion used to end debate and to call for an immediate vote upon the pending question.

A motion to reconsider is the calling back of a motion previously passed, for renewed discussion, treatment of, and vote upon as if it were before the auxiliary for the first time. It stands before the body as before its passage. A motion to "reconsider" must be made by one who voted with the majority and can be debated only when the question to reconsider is debatable.

Division of a question is a request by a messenger that the different parts of a main motion or amendment, especially when each part can logically stand alone, be voted upon separately. Division of an assembly is a call for a vote to be taken or counted by sections of the messengers in the assembly.

To lay on the table means to postpone a question, that it may be taken up at some future time when a motion is made "to take off the table."

To postpone indefinitely means to remove the question from before the auxiliary. It actually "kills" the motion.

## General Classifications of Motions

Main motions are those which bring some definite proposal or subject before the auxiliary for its consideration. They never take precedence over other motions, but must yield to all subsidiary, privileged, or incidental motions. They (1) cannot be made when another has the floor, (2) must be seconded, (3) are debatable, (4) require that debate be confined to the immediately pending question, (5) can be amended, (6) require only a majority vote for adoption, and (7) can be reconsidered at the same session.

Subsidiary motions, sometimes called secondary, are those which are introduced to modify, change, delay action upon, or otherwise dispose of main and certain other motions. Those motions include to lay on the table, to move the previous question, to limit or extend limits of debate, to commit or refer, to amend, and to postpone.

Privileged motions are those which, though not relating to the pending question, nevertheless take precedence over it and must be resolved before it. Those include motions to fix the time of adjournment, to adjourn (if it does not mean the dissolution of the assembly), to take a recess, to raise a question of privilege, and to call for orders of the day.

Incidental motions are those which arise out of a pending question over which they take precedence, for they must be settled before the pending question is resolved. Those have to do with questions of order and appeal, suspension of the rules, objection to the consideration of a question, division of a question or assembly for voting, methods of voting or nominating, ways of closing or opening nominations, parliamentary inquiries, requests for information, permission to withdraw a motion, to read a paper, to be excused from duty or other privileges.

## Classification of Motions According to Purpose

To modify or amend motions a messenger will say, "I move that the question be ..." followed by (1) "amended as follows," (2) "turned over to a committee," or (3) "referred to" some person or group for study.

To defer action on some motion, report, or resolution, a messenger will say, "I move that the matter be ..." followed by (1) "postponed to" a certain time, (2) "made a special order" (requires a two-thirds majority vote) for a certain time or to follow a certain item of business, or (3) "laid on the table."

To suppress or limit debate on a motion a messenger will say, (1) "I move the previous question," or (2) "I move that debate be ended," or (3) "I move that debate be limited to ... minutes," or "to ... more speakers from each side." All of those require a two-thirds majority vote for passage.

To suppress the question a messenger will say, (1) "I object to the consideration of this question" (requires a two-thirds majority vote), (2) "I move the previous question," (3) "I move that this matter be postponed indefinitely," or (4) "I move that this be laid on the table."

To consider a question a second time a messenger will say, (1) "I move that the question on ... be taken from the table," (2) "I move that we reconsider the question on ..." or (3) "I move that we rescind the action taken on ...."

## Motions Which Are in Order When Another Has the Floor

1. To call for a division of the assembly
2. To call for a division of the question
3. To object to consideration of a question
4. To raise a point of order
5. To call for orders of the day



6. To make a parliamentary inquiry
7. To raise a question of privilege
8. To make an appeal relative to indecorum or to other cases
9. To reconsider

### Motions Which Do Not Need to Be Seconded

1. Motions 1-7 above
2. To ask leave to withdraw a motion
3. To request name to be omitted or to be relieved of duty

### Motions Which Cannot Be Amended

1. The eleven motions listed above
2. To adjourn (unless qualified by a time and place of meeting)
3. An amendment to an amendment
4. To give informal consideration to a question
5. To lay on the table
6. To postpone indefinitely
7. To move the previous question
8. To request permission to read a paper
9. To suspend the rules
10. To take from the table
11. To take up a question out of its proper order

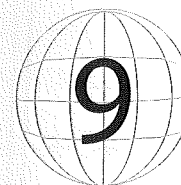
### Motions Which Are Not Debatable

1. To move to adjourn (unless qualified by time and place)
2. To make an appeal relative to indecorum
3. To close or limit debate
4. To divide the assembly

5. To divide the question
6. To lay on the table
7. To close nominations
8. To reopen nominations
9. To object to consideration of a question
10. To raise a point of order
11. To call for orders of the day
12. To make a parliamentary inquiry
13. To move the previous question
14. To raise a question of privilege
15. To suspend the rules
16. To take from the table
17. To take up a question out of its proper order
18. To make motions relative to voting
19. To ask permission to withdraw a motion
20. To ask to be relieved of duty

### Motions Are Usually Given the Following Precedence

1. To fix the time to adjourn (when privileged)
2. To adjourn (when privileged)
3. To take a recess (when privileged)
4. To raise a question of privilege
5. To call for orders of the day
6. To lay on the table
7. To move the previous question
8. To limit or extend debate
9. To postpone to a certain time
10. To commit or refer
11. To amend
12. To postpone indefinitely
13. To make a main motion



## Reporting

Each local auxiliary should provide information (president, secretary, pastor, enrollment, and average attendance) to the district, state, and national auxiliaries each quarter by completing the financial report (shown on pages 108-111 of this manual and guidebook). One form should be filled in and four copies made. Retain one copy in your files; send one to the district WMA corresponding secretary; one to the state WMA corresponding secretary; and one to the national WMA corresponding secretary. (The report should be completed whether or not money is being sent.)

The district corresponding secretary should send a report to the state corresponding secretary each quarter. The report should provide the following information: name of district; district president and secretary, with addresses; time of meetings (for example, the first Monday of the third month of the quarter); number of auxiliaries in the district; and names and addresses of local presidents. (A copy of the form for this report may be obtained from the national corresponding secretary.)

Women's Missionary Auxiliary  
Financial Report for the Quarter

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Year \_\_\_\_\_

Auxiliary \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

President \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Secretary \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Pastor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Enrollment \_\_\_\_\_

Average Attendance \_\_\_\_\_

Report to the

District WMA

Attendance:

Members ..... \$ \_\_\_\_\_

Visitors ..... \$ \_\_\_\_\_

Pastor ..... \$ \_\_\_\_\_

Others ..... \$ \_\_\_\_\_

Financial:

District General Fund ..... \$ \_\_\_\_\_

District Project ..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

Total to District Treasurer ..... \$ \_\_\_\_\_

Steps for using this form:

1. Provide the information on the cover to the district, state, and national WMA's, whether money is sent or not.
2. Prepare the district report and submit it to the district secretary-treasurer at the quarterly meeting (monthly, bi-monthly). Make one check payable to the district WMA for the total.
3. Complete the state report and mail it to the state corresponding secretary. This one check (payable to the state WMA) includes all contributions to the state WMA projects and the departments of the state.
4. Submit the national section to the national corresponding secretary with one check. This check includes only contributions to the national WMA, to national projects, and to the departments of the Baptist Missionary Association of America.
5. This form should be completed and mailed or carried to the district, state, and national WMA meetings.

Report to the  
\_\_\_\_\_

State WMA

State General Fund .....	\$ _____
State Project .....	\$ _____
State Youth Fund .....	\$ _____
State Missions .....	\$ _____
State Newspaper .....	\$ _____
State College .....	\$ _____
State Home for Children .....	\$ _____
State Christian Education Department ..	\$ _____
State Loan Association .....	\$ _____
State Youth Department .....	\$ _____
Other Departments .....	\$ _____
Miscellaneous .....	\$ _____
Total to State Corresponding Secretary	.. \$ _____

Report to the  
National WMA

National General Fund .....	\$ _____
National Project Fund .....	\$ _____
BMA Missions .....	\$ _____
BMA Seminary .....	\$ _____
DiscipleGuide Church Resources	
Camp Ministries .....	\$ _____
Conference Ministries .....	\$ _____
Print Ministries .....	\$ _____
Lifeword Media Ministries .....	\$ _____
BMA Agencies .....	\$ _____
Ministers Resource Services .....	\$ _____
Moral Action Committee .....	\$ _____
Total to National Corresponding Secretary .....	\$ _____

Women's Missionary Auxiliary

Petitionary Letter Form

Group Name \_\_\_\_\_

Church Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Local President \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Local Secretary \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Petitioning by Letter Only (Check here) \_\_\_\_\_

Messengers

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

Has Church Been Received Into BMA of America? Yes \_\_\_ No \_\_\_

Approved in Church Conference on the \_\_\_\_\_ Day

of \_\_\_\_\_, 20 \_\_\_\_\_