



- 3.5.10 Any funds are to be kept in trust by the District Treasurer of District B for a period of three years. Should District A not become viable again within those three years, such funds will be incorporated with the funds of District B.

January 2007

### AFFIRMATION

We, the Members of the Methodist Women's Auxiliary accept Christ as our personal Saviour and Lord, and, guided by the Holy Spirit, dedicate ourselves afresh to His service in the Church, in our homes and in our country.

We promise to support the work of our Church, and to be faithful in prayer, the study of Scripture, attendance at worship, the work of reconciliation and the building up of the Body of Christ.

We will endeavour to lead Christ-like lives, and, by personal example and self-discipline, to act responsibly against all social evils.

With God's help we will strive to extend His Kingdom on earth by promoting love and understanding among all people, seeking for justice, truth and righteousness, so that our country may be a land where He is honoured.

## WOMEN'S AUXILIARY

### 1. INTRODUCTION

- 1.1 The Women's Auxiliary is an organisation of Christian women forming part of the Methodist Church of Southern Africa.
- 1.2 The Women's Auxiliary operates in terms of this Constitution which contains the principles of the Auxiliary and is subject to approval by Conference or the Connexional Executive, and in terms of the Auxiliary's Policy which incorporates the needs of all Districts, and which is subject to the approval of the Connexional Meetings of the Auxiliary.
- 1.3 The Women's Auxiliary is open to women of all races.

### 2. THE AIM OF THE AUXILIARY IS: TO KNOW CHRIST AND TO MAKE HIM KNOWN.

### 3. THE GOALS OF THE AUXILIARY INCLUDE THE EXTENSION OF THE KINGDOM OF GOD, THROUGH THE POWER OF THE HOLY SPIRIT BY:

- 3.1 building up and spiritually revitalising women in Societies;
- 3.2 engaging in and encouraging evangelical outreach;
- 3.3 being part of the ministry and mission of the Church;
- 3.4 keeping postal contact with women unable to attend regular Branch meetings;
- 3.5 encouraging involvement in District and Connexional joint projects.





#### 4. BRANCH ORGANISATION

- 4.1 The Superintendent Minister of the Circuit is the Honorary President of the Branch, but may depute a local Minister.
- 4.2 The BRANCH EXECUTIVE consists of the following members:
- 4.2.1 the Branch President
  - 4.2.2 the Branch Secretary
  - 4.2.3 the Branch Treasurer
  - 4.2.4 the Branch Social Concerns Secretary
  - 4.2.5 the Branch Country and Postal Secretary
  - 4.2.6 Where possible, the Branch Public Relations Co-ordinator
  - 4.2.7 Where membership allows, at least two additional members.
- Three members constitute a quorum.
- If a Branch cannot fill any of the above portfolios, it must consult with the District Executive. (See Policy 1.3.2).
- 4.3 It is advisable that, where possible, changes should be made at regular intervals to the Branch Executive, (preferably every two to three years), in order to develop leadership skills amongst members and to encourage involvement of all members.
- 4.4 The President, or a duly appointed representative of every Branch is a member of the Circuit Quarterly Meeting (L&D 7.6.10). The President or a duly authorised representative of the Branch is a member of the Society Leaders' Meeting. (L&D 7.39.8).
- 4.5 The Branch has the power to operate any necessary banking or savings accounts in the name of "THE METHODIST CHURCH OF SOUTHERN AFRICA ..... WOMEN'S AUXILIARY" which shall be operated

- 3.5.4 The Assessment for the General Purposes Fund, as decided at Connexional Meetings must be forwarded annually to the Treasurer of District B.
- 3.5.5 The Branches will have the same representation to District Meetings as District B Branches.
- 3.5.6 The Social Concerns project of District B, may or may not be fully supported so that the branches of District A can work to support the needs in their own communities with the permission of the Bishop/Local Minister.
- 3.5.7 The Country & Postal members will be incorporated into District B and Branch members of District A will be assessed to help cover the costs. The Country & Postal members of both Districts must be encouraged to make donations towards the costs as well.
- 3.5.8 District A's turn to elect the General President and to host Connexional Meetings, shall be postponed until the District is viable and functioning well. The roster for hosting Connexional Meetings and electing a General President may have to be revised.
- 3.5.9 All District A's records, the District President's badge and Bible will be in the safe keeping of the General Secretary. A final financial statement will be sent to the General Treasurer. If District A should not become viable again within three years, the records will be deposited in the Cory Library, Grahamstown. **The District President's Badge and Bible, and other related items, should be housed in the display cabinets at Methodist House, with relevant information.** (Connexional Meetings 2008)



Conference of the Methodist Church of Southern Africa, for inclusion in the Agenda of the Connexional Executive. The General Secretary shall also forward the names of the General officers-elect to be received by the Connexional Executive, immediately after Connexional Meetings. The names and addresses of these office-bearers shall be published in the official records of the Church.

3.4.3 Where possible, the General President should visit each District and meet with the respective members of the District Executive as soon as possible, either before, or immediately after, they come into office. The General President should work out an itinerary for her entire term of office and inform District Presidents accordingly. These visits must be seen as part of the ongoing training at every level of the Connexion.

3.5 **The Procedure for Branches of one District becoming a Sub-division of another District.**

3.5.1 The Branch/es in a non-viable District (A) will become Branch/es of the most conveniently situated District (B).

3.5.2 The viability of District A will be reviewed annually before District Meetings. The arrangement of District A Branches being incorporated into District B will remain in force for as long as necessary.

3.5.3 The Constitution and Policy of the Women's Auxiliary will apply in all circumstances. Reports, Schedules and forms to be submitted to District B as stated in the Constitution and Policy.

by any two of the President, the Treasurer and one other approved signatory appointed by the Branch. Such accounts shall be certified annually by a suitably qualified person.

4.6 Before a Branch goes into recess, it is required to consult with the District President and Executive. The Superintendent Minister of the Branch concerned shall be at the consultation.

4.7 If a Branch of the Auxiliary goes into recess, the Minute Book and Books of Account shall be handed to the District Executive for safekeeping. Funds held by the Branch shall be sent to the District Treasurer from whom a receipt shall be obtained. These funds shall be held for three years. Should the branch re-open within this time, the District Treasurer shall refund the money, less affiliation fees for each year the branch has been in recess. Otherwise, the funds become the property of the District.

4.8 The annual reporting period for all branch portfolios is determined from 1<sup>st</sup> January to the 31<sup>st</sup> December. Each branch shall hold an Annual Meeting, not later than the 31<sup>st</sup> January, at which the Annual Reports, Financial Statement and Schedules shall be submitted and the Officers elected for the ensuing year.

5. **DISTRICT ORGANISATION**

5.1 The DISTRICT EXECUTIVE consists of the following office-bearers, all of whom must be active members of an Auxiliary Branch in the District:

5.1.1 the President

5.1.2 the Secretary

5.1.3 the Treasurer

5.1.4 the Social Concerns Secretary





- 5.1.5 the Country and Postal Branch Secretary
- 5.1.6 the Public Relations Co-ordinator
- 5.1.7 at least two, but not more than six Additional Members.

Four members constitute a quorum.

- 5.1.8 The District President-elect, the District Secretary-elect and the District Treasurer-elect may attend the District Executive as observers for three months prior to taking office, if not already serving on such Executive, notwithstanding the provisions of Clause 5.2. (See Policy 2.1.1).
- 5.2 The term of office of any one portfolio is two years. Members may be asked to serve in another portfolio for another two years. The possibility of being nominated to serve as District President, will mean a further two year term. In extraordinary circumstances, or if District Meetings are not held that year, and with the approval of the General Executive, the term may be extended by one year.
- 5.3 The District President and District Secretary, or their alternates, are members of Synod. (L&D 6.4.15).
- 5.4 The District President is an ex-officio member of every Branch in the District.
- 5.5 In the event of the death, resignation, incapacity or transfer to another District, of the District President, the District Secretary shall immediately call a meeting of the District Executive and fill the vacancy.
- 5.6 In the event of the death, resignation, incapacity or transfer to another District, of any other District Executive office-bearer, the District President shall nominate a replacement.

- 3.3.3 All travelling expenses incurred by the General President attending Synod or any other official Auxiliary business, including to and from Districts on official visits, shall be met from the General Purposes Fund. The cost of travelling within a District shall be paid from the District Fund.
- 3.3.4 In order to ensure that all District Women's Auxiliary office-bearers attend relevant Connexional Consultations, travelling costs should be divided among the Districts based on membership figures.
- 3.3.5 It was agreed that travelling expenses be adjusted in line with that of the Methodist Connexional Office with immediate effect.

### 3.4 Further Connexional Matters:

- 3.4.1 A copy of the Minutes of every General Executive Meeting shall be sent by the General Secretary to each District President and each District Secretary. The General Secretary may circulate a copy of these Minutes to all other District Officials via electronic technology, but the District Secretaries are to ensure that each member of their respective District Executives has a complete set of all General Executive Minutes.  
On payment of an amount decided by Connexional Meetings, any member of the Women's Auxiliary may receive a copy of the Minutes of General Executive Meetings.
- 3.4.2 A report compiled by the General Secretary together with the General President shall be submitted to the Executive Secretary of the



3.1.3 In the event of the death of the ex-General President, her immediate predecessor shall resume the position of ex-General President.

**3.2 Annual Connexional Meetings:**

3.2.1 The Connexional Meetings, hosted by each District in turn, shall be held in August/September. The Affirmation shall be read when the Meetings are constituted.

3.2.2 Annual Reports shall be submitted to the Connexional Meetings by the General Secretary, the General Treasurer and all other office-bearers.

3.2.3 The expenses of the General Executive, the ex-General President, the District Presidents and District Secretaries, or their alternates attending Connexional Meetings, shall be paid from the General Purposes Fund. In the year that the General Executive-elect take office, their travelling expenses to Connexional Meetings shall be paid by the General Purposes Fund.

3.2.4 The travelling expenses of the General President-elect to Connexional Meetings in the year prior to her Commissioning shall be paid from the General Purposes Fund.

**3.3 Connexional Finance:**

3.3.1 The General Treasurer shall submit a financial statement to the Connexional Meetings and a quarterly abridged statement for inclusion in the Minutes of the General Executive Meetings.

3.3.2 The General Purposes Fund is derived from Annual Assessments per member and Branch Affiliation fees as agreed to by Connexional Meetings.

5.7 The District Executive administers the funds of the District and may operate the necessary banking accounts in the name of "THE METHODIST CHURCH OF SOUTHERN AFRICA ..... DISTRICT WOMEN'S AUXILIARY", which shall be operated by any two of the District President, the District Treasurer and one other signatory on the District Executive as recommended by the District Meeting. The District Treasurer is required to present a monthly report/balance and a quarterly financial statement to the District Executive, this statement to be included in the District Executive Minutes. Such accounts shall be audited annually by a qualified independent auditor. Electronic Banking for the transmission of funds may be used provided that the rules and regulations, laid down by the Methodist Connexional Office (MCO) are adhered to.

5.7.1 An accurate and realistic annual budget for all income, expenditure and capital expenditure must be compiled. The budget must be submitted by the end of February each year to the General Executive and to the District Bishop.

5.7.2 An Annual Institutional Competency Assessment is to be completed by February of each year and submitted to the General Executive and the Secretary of Synod.

5.8 District Meetings shall be held annually to conduct the business of the Auxiliary and are constituted as follows:

5.8.1 the District President and the District Executive;

5.8.2 the President and the Secretary of each Branch or their duly elected alternates;

5.8.3 representatives elected by each Branch,





- including the Country and Postal Branch, in proportion of one for each 25 branch members or part thereof;
- 5.8.4 in the year of their commissioning, the District President-elect and the District Executive-elect;
- 5.8.5 as provided for by Policy 2.2.3, the District Executive may apply to the General Executive to be allowed to increase or reduce the numbers representing each branch.

## 6. CONNEXIONAL ORGANISATION

- 6.1 CONNEXIONAL MEETINGS shall be held annually to conduct the Connexional business of the Auxiliary and are constituted as follows:
- 6.1.1 The General Executive
- 6.1.2 The District President and District Secretary of each District. If a District President or District Secretary is unable to attend, the District Executive shall appoint an alternate/s from the members of the District Executive.
- 6.1.3 One representative from each District Executive.
- 6.1.4 One additional representative from Districts with more than 1000 members. The District representatives shall be nominated by the District Executive and shall be confirmed by the Annual General Meetings.
- 6.1.5 The ex-General President.
- 6.1.6 The General President-elect and General Executive-elect in the year of their commissioning.
- 6.2 The date and venue of the Connexional Meetings shall

- Branches will have the benefit of a visit by the District President.
- (c) Where possible, Branches will pay the travelling expenses for additional visits.
- 2.3.6 Each year, a list of funds supported by the Women's Auxiliary including Affiliation Fees and Assessments approved by Connexional Meetings and the District Meetings, shall be supplied to all Branches by the District Treasurer in consultation with the District Executive. These funds shall be arranged in order of priority.
- 2.3.7 It was agreed that Districts encourage Branches to contribute R100 (one hundred Rand) annually, where possible, to the Order of Deacons.
- 2.4 **The Procedure for Branches of one District becoming a Sub-Division of another Branch:**  
(See Connexional Organisation, Clause 3.5)

## 3. CONNEXIONAL ORGANISATION

- 3.1 **General Executive:**
- 3.1.1 If a District is unable to form the General Executive in the prescribed order, it shall be invited to do so after two years.
- 3.1.2 The General President shall be nominated by the District Executive concerned. Branches in the District should be invited to make nominations for consideration by the District Executive. The nomination shall be presented to the District Meetings for approval, and her election shall be confirmed by the General Executive. The General President-elect shall be presented to Connexional Meetings in the year prior to her commissioning.





the General Executive, for smaller or larger representation per Branch.

- 2.2.4 In the year of change, it is the responsibility of the outgoing District Executive to send District highlights and other information to the General Secretary. The outgoing District Executive is also responsible for compiling the District Meeting Minutes, but the copying and distribution is to be done by the District Executive in office.

### 2.3 District Finance:

- 2.3.1 The District Fund is derived from Branch Affiliation Fees and Annual Assessments per member as agreed to by District Meetings.
- 2.3.2 The District Treasurer shall submit an audited Financial Statement, Schedule 9a and a Report to the Annual District Meetings; a copy of the Financial Statement and Schedule 9a being forwarded to the General Treasurer immediately afterwards.
- 2.3.3 The District Fund shall pay the travelling expenses of the District Executive Members to District Executive Meetings, Annual District Meetings and other official functions such as Synod.
- 2.3.4 The District Fund shall pay the expenses of the Country and Postal Branch delegates at District Meetings.
- 2.3.5 (a) The District President shall visit each Branch in her District at least once during her term of office.
- (b) Travelling expenses are to be met from District Funds, or assessment based on Branch membership. This will ensure that even the smallest and most remote

be determined by the General Executive, and be held in each District in turn.

- 6.3 The GENERAL COMMITTEE consists of the following office-bearers:
- the General Executive
  - the District President of each District or duly appointed alternate
  - the General President-elect and General Executive-elect in the year of their commissioning
  - the ex-General President
- 6.3.1 The purpose of the General Committee is to handle/discuss problems or issues of Connexional importance and influence, or of an extremely sensitive or confidential nature.
- 6.3.2 The General Committee shall conduct its business by:
- (i) Convening between Connexional Meetings when called upon by the General President and General Executive, after consultation with District Executives and at the cost of the General Purpose Fund.
  - (ii) Convening at Connexional Meetings when required, or
  - (iii) Long-distance consultation using technology, e.g. telephone, mail, e-mail, facsimile, if physical assembly is not a necessity.
- 6.3.3 The General Committee shall have the authority to make decisions on behalf of the Women's Auxiliary only if all members are in agreement. Any issue on which consensus cannot be reached must be referred to Connexional Meetings for consideration and decision.



- 6.4 The GENERAL EXECUTIVE consists of the following members, none of whom may hold office for more than two consecutive years:
- 6.4.1 the General President
  - 6.4.2 the General Secretary
  - 6.4.3 the General Treasurer
  - 6.4.4 the General Social Concerns Secretary
  - 6.4.5 the General Country and Postal Secretary
  - 6.4.6 the General Public Relations Co-ordinator
- Four members of the General Executive constitute a quorum.
- 6.5 Each District Executive in turn, following the roster set by the General Executive, shall appoint the General President from among the Auxiliary members in their District.
- 6.6 In the event of the death, resignation, incapacity or transfer to another District of the General President, the General Secretary shall immediately call a joint meeting of the General Executive and the local District Executive in order to fill the vacancy.
- 6.7 In the event of the death, resignation, incapacity or transfer to another District of any other General Office-bearer, the General President shall nominate a replacement.
- 6.8 The General President is a member of Conference (L&D 5.5.14) and of the Synod of the District in which she is an Auxiliary member (L&D 6.4.14). She represents the Auxiliary on every Connexional body of which she is a member and is an ex officio member of every meeting of the Auxiliary.
- 6.9 The General Executive administers the Connexional Funds of the Auxiliary and may operate the necessary banking accounts in the name of "THE METHODIST

- Branches in the District. The consent of each nominee shall be obtained before the name is submitted to the District Secretary.
- 2.1.5 The retiring District President shall not hold any office on the incoming District Executive.
  - 2.1.6 Any officer, who was appointed at least nine months before the Annual District Meetings, shall be deemed as having served for a whole year.
  - 2.1.7 An Annual Report on the work of the Women's Auxiliary in the District shall be compiled by the District Secretary together with the District President, and be submitted to the District Synod by 15<sup>th</sup> February.
  - 2.1.8 Annual Reports by District Secretaries and other office bearers shall be submitted to the District Executive for approval, at least one month prior to the Annual District Meetings. Copies shall be sent to the respective General Secretaries in order to reach them before mid-March.
- 2.2 **Annual District Meetings:**
- 2.2.1 The Annual District Meetings shall be held before the end of March for intercession and Christian Fellowship and for transacting District business. The Affirmation shall be read when the Meetings are constituted.
  - 2.2.2 Resolutions and recommendations from District Meetings shall be submitted to the General Secretary at least two months prior to Connexional Meetings.
  - 2.2.3 Where the constitution of District Meetings (Constitution Clause 5.8.5.) creates problems, special dispensation may be applied for from







these District Meetings, the District President-elect shall nominate the District Secretary-elect and the District Treasurer-elect and these names shall then be submitted to the General Executive after they have been approved by the District Meetings.

It is recommended whenever possible that the District President-elect, District Secretary-elect and District Treasurer-elect be members of their respective District Executives for the year prior to taking office.

**It is recommended that the person nominated for District President should have held the office of Branch President.** (Connexional Meetings 2008)

- 2.1.2 The respective office-bearers shall be nominated by the Incoming District President and appointed by District Meetings in the year in which she takes office. The District President may take the prerogative to relieve any office bearer or Additional Member of her post should an untenable situation arise. The General Executive must be informed/consulted prior to such actions being taken.
- 2.1.3 The District President, District Officers and Additional Members are elected for a two-year term of office at the District Meetings and the General Secretary shall be advised of the result of the election. Newly appointed members of the District Executive take office after District Meetings.
- 2.1.4 Nominations for Additional Members to the District Executive are to be called from all the

CHURCH OF SOUTHERN AFRICA CONNEXIONAL WOMEN'S AUXILIARY", which shall be operated by any two of the General President, the General Treasurer and one other signatory from the General Executive appointed by the Connexional Meetings. Such Accounts shall be audited annually by a qualified independent auditor.

The General Treasurer shall submit a financial statement to the Connexional Meetings, and present a monthly report/balance and a quarterly financial statement to the General Executive, for inclusion in the General Executive Minutes.

- 6.10 An accurate and realistic annual budget for all income, expenditure and capital expenditure must be compiled. The budget must be submitted by the end of February each year to the Executive Secretary of Conference.
- 6.11 An Annual Institutional Competency Assessment is to be completed by February each year and submitted to the Executive Secretary of Conference.





## THE METHODIST CHURCH OF SOUTHERN AFRICA

### WOMEN'S AUXILIARY

#### “POLICY”

Accepted and agreed to at Connexional Meetings 1996 and amended at subsequent Connexional Meetings. Clauses regrouped for publication in January 2007.

THIS “POLICY” OF THE WOMEN'S AUXILIARY IS A GUIDE IN ADDITION TO THE CONSTITUTION, AND IS APPLICABLE TO BRANCHES, DISTRICTS AND GENERAL EXECUTIVES.

THE “POLICY” MAY BE AMENDED AT DISTRICT MEETINGS, ACCORDING TO THE NEEDS AND CIRCUMSTANCES OF EACH DISTRICT. SUCH AMENDMENTS TO BE RATIFIED AT CONNEXIONAL MEETINGS.

#### 1. BRANCH ORGANISATION

##### 1.1 Membership:

- 1.1.1 (a) Membership of the Women's Auxiliary is open to all women irrespective of Church affiliation.
- (b) A non-Methodist member of a Women's Auxiliary Branch is eligible to hold any office on the Branch Executive with the consent of the Superintendent Minister

taken at this Service to be sent to the District Treasurer for the District Fund. Guidance for this Service shall be provided by the General President at least one month prior to Connexional Meetings.

- 1.3.5 **Annual Women's Auxiliary Service:** A Women's Auxiliary Service shall be observed each year, in consultation with the local Minister.
- 1.3.6 **Proposed Amendments to Constitution or Policy:** Suggestions and notices for proposed amendments to the Constitution or Policy of the Women's Auxiliary shall be submitted to the District Secretary at least two months prior to District Meetings.
- 1.3.7 **The Annual Branch Report and Financial Schedule** shall be submitted to the District Executive immediately after the Annual General Meeting, by the office-bearers in office at the time of the Annual Meeting.
- 1.3.8 **Amalgamation with other Women's Organisations:** Should a Branch choose to amalgamate with a Branch of any other Women's Organisation, they are free to do so. As an amalgamated Branch they must decide to which Organisation they will belong.

#### 2. DISTRICT ORGANISATION

##### 2.1 The District Executive:

- 2.1.1 The next District President shall be nominated by the District President in consultation with the District Executive, and elected at District Meetings one year prior to her taking office. At





- electing a President or any other office bearers, it should bear in mind that it can function very efficiently with the minimum of leadership.
- (b) Where the Unit System is used a Branch Executive may comprise unit leaders in addition to whatever office bearers may have been elected. If a portfolio is not filled, the Branch Executive may effectively carry out the function and duty of that portfolio.
  - (c) The minimum requirement is: a capable person to serve as a general contact person with the District Executive; as well as someone with financial knowledge.
  - (d) The Branch Executive will plan meetings, and delegate someone, or unit, to chair each Meeting.
  - (e) Communication is vital within the Branch and with the District Executive.
  - (f) The responsibility of running the Branch is then carried by the whole Branch Executive.
- 1.3.3 **The AIM and the GOALS** of the Women's Auxiliary, together with the AFFIRMATION, shall be read at one meeting each year.
- 1.3.4 **Annual Synchronizing Service:** Branches shall be encouraged to organise an Annual Synchronizing Service to coincide with the Connexional Meetings Service of Consecration and Dedication. Such a Service may be organised on Branch, Circuit or Regional level at a date nearest to the Connexional Service. Offerings

- and with the knowledge of the District President, but an alternate member from the Branch Executive, who is a member of the Methodist Church, should be appointed to attend Council or Quarterly Meetings in her place. She may be a delegate to District Meetings.
- (c) Members of the Women's Auxiliary from a United or Uniting Church may hold any office at Branch, District or Connexional level as well as being the representative on the local Church Council, Circuit Quarterly Meetings, Synod or Conference. (L&D 7.7).
  - (d) United and Uniting Church Women's Groups/Fellowships should be encouraged to affiliate to one of the Women's Organisations within the Church Unity Commission.
- 1.1.2 **Dual Members:** A member who belongs to more than one Branch shall be known as a dual member. Membership fees must be paid to both Branches, but she must ensure that her membership is included in only one Branch Schedule. Dual members may serve as a branch official in either or both Branches.
- 1.1.3 **Membership cards** shall be issued to all new members, once they have been briefed by the Branch Executive about the aim and goals of the Auxiliary.
- 1.1.4 **Honorary Life Membership:**
- (a) Honorary Life Membership is no longer to be bestowed on members. Recognition for





exceptional service may be expressed in other ways.

- (b) Honorary Life membership previously bestowed remains unchanged.
- (c) An existing Life member may serve as an official of another Branch of which she is a full member.

## 1.2 **Branch Finance:**

1.2.1 The financial year shall close on 31st December of each year. Branch Treasurers shall report annually to the District Treasurer, using the schedules provided for this purpose. The Schedule shall be signed by the Superintendent or local Minister, the Treasurer and by either the President or Secretary, after confirmation by the Annual meeting of the Branch.

- 1.2.2
- (a) Branch funds shall be derived from an annual membership fee determined by the Branch Executive from time to time.
  - (b) Each Branch may determine its own sphere or system of work.
  - (c) Because finances are a contributing factor in branches closing, there is a need to state that Branches should guard against over-taxing their members, especially where members are predominantly seniors or pensioners.
  - (d) Keep Branch Membership fees (if collected) to a minimum.
  - (e) Budget for what is required. Take into account assessments to District Funds and the General Purposes Fund.
  - (f) Fun(d) raising should be planned at

the beginning of the year and kept to a minimum.

- (g) When extra demands are made on members for whatever reason, the members should be reimbursed.
- (h) From time to time local Church needs may take priority over other funds. Do remember though that WA supported funds are only supported by the Methodist people.
- (i) Should a Branch wish to raise funds for an outside organisation, or to divert its ordinary funds to such purposes, the consent of the Superintendent or the local Minister must first be obtained.

1.2.3 The Women's Auxiliary discourages any form of gambling.

1.2.4 Before a new branch is included in the Women's Auxiliary schedules, its affiliation fees must be fully paid. The District Executive may, at its discretion, waive such fees for one year only.

1.2.5 Branches are responsible for the expenses of the Branch President and Branch Secretary, or their alternates, as well as that of the other delegates to District Meetings and other official District functions. Travelling expenses are to be in line with that of the Methodist Connexional Office.

## 1.3 **Further Branch Matters:**

1.3.1 **An Annual Report** on the work of the Women's Auxiliary shall be presented to the Circuit Quarterly Meeting in October. (L&D 7.8.4; Appendix 8, para 20).

1.3.2 **Election of Office Bearers:**

- (a) Should a Branch experience difficulty in

