

General Ladies' Uplift Circle By-Laws



The Church of Jesus Christ

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THE ORIGIN

In January of 1920, the General Conference of The Church of Jesus Christ granted the women of the church permission to form an organization for the sisters.

The decision to call the new organization, The Ladies' Uplift Circle, was given by revelation to Sister Violet Sarver of Monongahela, Pennsylvania.

Two circles were organized at that time, one in Monongahela, Pennsylvania and the other in Dunlevy, Pennsylvania.

The Ladies' Uplift Circle held its first General Circle meeting in Monongahela, Pennsylvania on July 15, 1920. At this meeting, the sisters elected Sister Sadie Cadman as president, Sister Mary Wilson as secretary, Sister Violet Sarver as treasurer and Sister Marie Sowers as librarian. They also formulated and accepted a pledge. The sisters felt God prompted the work and they expressed great joy as they discussed their role as women in The Church of Jesus Christ.

AIMS

The aims of The Ladies' Uplift Circle are:

1. To assist The Church of Jesus Christ in its Missionary work, especially among God's Covenant People, the Native American, and also among the Gentiles.
2. To promote a close fellowship among sisters and friends throughout The Church by praying and sharing their problems and joys with one another.
3. To attract nonmembers to The Church.
4. To provide wholesome, beneficial study of God's Word and opportunities for meaningful service.

Whenever members of The Circle work together, a richer fellowship with greater unity of spirit and purpose will result.

PLEDGE

We pledge ourselves to read and search the Scriptures and ask God to direct and bless our Ladies' Uplift Circle in every way. We will do our duty in visiting the sick; we will neither find fault nor offend in word or deed, but will be a help to each other and help others to the best of our ability.

GENERAL ORGANIZATION

STRUCTURE

The General Circle is composed of Area and Local Circles with each being subordinate to the General Circle.

I. ELECTION OF OFFICERS

- A. All officers of the General Circle shall be elected for a term of two years.
- B. Elections shall be held at the October meetings of even numbered years.
- C. All General Circle officers must be members in good standing of The Church of Jesus Christ and their respective Circle.

II. OFFICERS AND DUTIES

A. **President:**

The President shall preside over the General Circle Conference.

She shall be a consulting member of all committees, appoint someone to fill un-expired terms of office and appoint committees when necessary.

She shall be an example to others and direct her efforts to the betterment of The Circle.

She shall have a maximum term limit of 4 terms (8 years).

B. **Vice President:**

The Vice President shall assist the President and in her absence shall assume the duties belonging to that office.

She shall have a maximum term limit of 4 terms (8 years).

C. **Corresponding Secretary:**

The Corresponding Secretary shall keep the minutes of all General Circle meetings.

She shall attend to the necessary correspondence relative to the Circle and attend all conferences.

D. Assistant Corresponding Secretary:

The Assistant Corresponding Secretary shall assist the Corresponding Secretary in her duties.

In the absence of the Corresponding Secretary, she shall assume the duties of that office.

E. Financial Secretary:

The Financial Secretary shall keep a separate accounting of all monies received 'by fund' from the Area Circles, Local Circles, and private donations.

In regard to the New Mission Fund, she shall send a card to the bereaved family notifying them of the gift and a card of thanks to the donor.

She shall forward all monies to the Treasurer and give a written and oral report at the General Circle Conference. Copies of the same shall be given to the Corresponding Secretary.

She shall submit her books to the Auditors ten days prior to each conference.

F. Treasurer:

The Treasurer shall keep an account of all monies she receives from the Financial Secretary and be responsible for all disbursements made from the treasury.

She shall be responsible for all bank deposits.

She shall keep a separate record for the General Circle Fund, Native American Fund, Six Month Project Fund, New Missions Fund and any other funds as voted upon by the General Ladies Uplift Circle.

She shall submit her books to the Auditors ten days prior to each General Circle Conference.

DESCRIPTION OF FUNDS

General Circle Fund

The General Circle Fund is sent to the General Ladies' Uplift Circle prior to each conference for disbursements to The Church and Missions other than Native American. The fund shall be used for all expenses of the General Circle.

Native American Fund

The Native American Fund is sent to the General Ladies' Uplift Circle prior to each conference and may be used for any Domestic or International Native American Missionary work of The Church of Jesus Christ.

New Missions Fund

The New Missions Fund consists of donations sent to the General Ladies' Uplift Circle honoring loved ones, brothers, sisters and friends who have passed away. These funds are used only for new missionary work.

Special Projects Fund

The Special Projects Fund is to be used to honor requests that are sent to the General Ladies' Uplift Circle by the International Missionary Operating Committee (IMOC) of The General Church.

G. Assistant Treasurer:

The Assistant Treasurer shall assist the Treasurer in her duties. In the absence of the Treasurer, she shall assume the duties of that office.

H. Auditors:

The Auditors shall make semi-annual examinations of all financial records and shall submit a complete written and oral report to the General Circle Conference.

They shall use Form #104 (Auditors Report).

They shall keep a permanent record of all their audits.

I. Historian:

The Historian shall keep a record of all activities of the General Circle.

She shall give a report of the previous year's activities at the October Conference.

J. Assistant Historian:

The Assistant Historian shall assist the Historian in her duties. In the absence of the Historian, she shall assume the duties of that office.

K. Librarian:

The Librarian shall keep a record of printed material received and distributed.

The Librarian shall store books and other printed materials belonging to the General Circle.

The Librarian shall submit written reports to the Corresponding Secretary and the Auditors at least ten days prior to each General Circle Conference.

She shall present this report orally at each General Circle Conference.

L. Assistant Librarian:

The Assistant Librarian shall assist the Librarian in her duties.

In the absence of the Librarian, she shall assume the duties of that office.

M. Editor:

The Editor shall write and collect articles relative to General Circle activities.

Each Area Circle must submit items of its activities to the Editor.

She shall submit articles written and collected to the Gospel News Editor for publication.

She shall give an oral report at each General Circle conference.

N. Card Sender:

The Card Sender shall send cards to the sick, shut-ins, bereaved and others who may need encouragement.

She shall give an oral report at each General Ladies' Uplift Circle Conference.

III. MEETINGS

The General Ladies' Uplift Circle Conferences shall be held in April and October.

Sunday meetings must be presided over by the ministry of The Church of Jesus Christ.

IV. BY- LAWS /PROPOSAL COMMITTEE

A. Committee

The By-Laws/Proposal Committee shall plan, organize and carry out projects in accordance with the objectives of the General Ladies' Uplift Circle.

The Committee shall consist of seven (7) members as follows:

- General Circle President
- General Circle Vice President
- Five (5) Sisters recommended and approved by a vote of the General Ladies' Uplift Circle Conference,

The Committee will elect a Chairperson and Secretary.

When the General Circle Secretary receives a By-Law Proposal, she will send it to the By-Laws/Proposal Committee for their recommendations.

The Committee Chairperson must give a report of any proposals or recommended changes to the by-laws at the annual October Conference.

B. Amendments

Proposals for amending the By-Laws of the Ladies Uplift Circle must be submitted by Area Circles.

Such proposals shall be presented to the Secretary of the General Ladies' Uplift Circle.

The proposal shall be presented at the next General Circle Conference. Upon a motion passed by the majority of the members present, said proposal shall be sent to each Local Circle for its review and approval or disapproval.

Votes must be returned prior to the next General Circle Conference.

A vote of two-thirds of the Local Circles must be received with a simple majority vote required to effect the change.

GUIDELINES FOR MEETINGS

I. GENERAL CIRCLE CONFERENCE

- A. Hymn
- B. Prayer
- C. Hymn
- D. Roll call of Officers
- E. Communications
- F. Acceptance of minutes of last Conference
- G. Filling of vacant offices
- H. Unfinished business
- I. Reports from Area Circles
- J. Offering
- K. Officers' Reports
- L. New Business
 - 1. Donations to the Church, Missions, etc.
 - 2. Elections of Officers every two years in October of even numbered years
 - 3. Six Month Project
 - 4. Place and date for upcoming conference
- M. Remaining time for devotions, testimonies, activities of general interest
- N. Vote of thanks for the hosting Circle
- O. Motion to adjourn
- P. Hymn
- Q. Prayer

AREA ORGANIZATION

STRUCTURE

The Area Circles are geographically consistent with the Regions of The Church of Jesus Christ and shall be composed of all Local Circles within its boundaries.

All Area Circles must report to the General Circle.

I. FORMATION OF AREA CIRCLES

Area Circles may be organized according to the structure stated above. The Area must contact the President of the General Circle before presenting its request to the General Circle.

II. AIMS

The aims of the Area Circles are to:

- A. Promote a closer fellowship among Circle members.
- B. Promote the spiritual welfare and the uplifting of members.
- C. Provide opportunities for members to work together on a larger scale.

III. ELECTION OF OFFICERS

- A. All officers of the Area Circle shall be elected for a term of two years.
- B. Elections shall be held before the October General Ladies' Uplift Circle Conference in even numbered years.
- C. All officers must be active and dutiful members of The Church of Jesus Christ and their respective locals.

IV. OFFICERS AND DUTIES

A. President

The President shall preside over all Area Meetings, shall be a consulting member of all committees and shall appoint someone to fill un-expired terms of office.

The efforts of the Area President should, at all times, be directed toward the betterment and general welfare of the Area.

The President shall work closely with the Vice President.

The President is responsible for presenting a written report on the activity of the Area Circle at each General Ladies' Uplift Circle Conference.

The President shall serve a maximum term limit of 2 terms (4years).

B. Vice President:

The Vice President shall act as an assistant to the President and in the absence or resignation of the President shall assume the duties belonging to that office.

The Vice President shall serve a maximum term limit of 2 terms (4years).

C. Corresponding Secretary:

The Corresponding Secretary shall keep minutes of all meetings, call the roll of officers at the business meetings and attend to the necessary correspondence of the Area.

The Corresponding Secretary shall forward a copy of the Area Business and Organization meeting minutes and complete a condensed Area Report Form to the General Ladies' Uplift Circle Corresponding Secretary 15 days prior to the General Ladies' Uplift Circle Conference.

D. Assistant Corresponding Secretary:

The Assistant Corresponding Secretary shall assist the Corresponding Secretary in the duties of that office and in the absence of the Corresponding Secretary shall assume the duties belonging to that office.

E. Financial Secretary:

The Financial Secretary shall keep a record, by fund, of all monies received and forwarded to the Treasurer.

She shall present a written and oral report at each business meeting.

She shall submit her books to the Auditors ten days prior to each business meeting.

F. Treasurer:

The Treasurer shall keep a record of all monies received, by fund, from the Financial Secretary.

She shall be responsible for all disbursements of the Area Circle.

She shall be responsible for all bank deposits.

She shall present a written and oral report at each business meeting.

She shall submit her books to the Auditors ten days prior to each business meeting.

G. Auditors:

The Auditors shall make an examination of all financial records and present a complete report of their audit at each business meeting.

They shall use report Form #104 (Auditor's Report).

These report forms can be ordered from the Area Circle Librarian.

H. Historian:

The Historian shall provide the safekeeping of all historical records.

She shall keep a record of all Area Activities, experiences and important events.

She shall give a report of the previous year at each business meeting.

I. Editor:

The Editor shall write and collect articles relative to the Area activities.

Each Local Circle shall submit items of its activities to the Area Editor.

She shall submit articles, written and collected, to the General Ladies' Uplift Circle Editor.

J. Librarian:

The Librarian shall be responsible for all Area Circle literature.

Orders for literature and report forms must be directed to the

General Circle Librarian accompanied with payment in full. She shall keep a record of her transactions and submit her books to the Auditors ten days prior to each business meeting.

She shall present an oral and written report at each business meeting.

V. MEETINGS

Area Circles must hold two conferences a year before the April and October General Circle Conferences.

Elections shall be held every two years, in even numbered years, prior to the October General Circle Conference.

Additional meetings may be scheduled, if desired.

All Sunday meetings must be presided over by the ministry of The Church of Jesus Christ.

The Area Circle has the option of choosing the elders. The Region President must be notified.

AREA CIRCLE CONFERENCE

- A. Hymn
- B. Prayer
- C. Hymn
- D. Devotions
- E. Roll call of Officers
- F. Communications
- G. Acceptance of minutes of last meeting
- H. Filling of vacant offices
- I. Unfinished Business
- J. Circle Reports
- K. Officers' Reports
- L. Offering
- M. New Business
 - 1. Donations
 - 2. Election of Officers every two years, prior to October General Circle Conference, on 'even' numbered years
 - 3. Suggestions
 - 4. Appoint place and time for next Area meeting
- N. Remaining time devoted to spiritual activity
- O. Motion to adjourn
- P. Hymn
- Q. Prayer

LOCAL ORGANIZATION

STRUCTURE

Local Circles are organized within Branches and Missions located in a geographic area.

Each Local Circle is subordinate to their respective Area Circle and must report to the Area Circle.

I. MEMBERSHIP

Any lady may become a member of the Ladies' Uplift Circle by expressing her desire and attending meetings.

II. REQUIREMENTS FOR LOCAL CIRCLES

A. Organization

Local Circles may be organized in any Branch or Mission of The Church of Jesus Christ.

A prospective Local must request assistance to become organized from the officers of the Area Circle, who will notify the General Circle President.

B. Meetings

1. Local Circle

The Local Circle shall meet to study the Bible, Book of Mormon, Church literature or General Ladies' Uplift Circle approved materials.

Additional meetings must be held for special projects or activities.

2. Business and Organization

The Local Circle shall hold business meetings in February and August.

Elections shall be held every two years, in even numbered years, at a Business and Organization Meeting in August. 'Form A' report must be sent to your Area Secretary one month prior to the General Circle Conference.

'Form B' (Financial Report) must be sent to the General Circle Financial Secretary two weeks prior to the General Circle Conference.

C. Attendance of Members

The Local Circle President shall contact any Circle member who is absent from meetings for one year and shows no interest.

If she continues to show no interest, her name shall be removed from the roll.

This does not apply to the sick and shut-ins.

D. Transfers

A member moving from one Local Circle to another must request a transfer.

The Local Circle receiving the transfer shall accept the new member by motion.

Transfer cards may be obtained from your Area Circle Librarian.

E. Sales and Projects

All profit derived from the sale of any article by/for the Circle shall be given to the Local, Area, or General Circle.

All monies raised, *not staying within* Local or Area funds, must be donated to established missions or approved projects of The Church of Jesus Christ. Any donation over \$500.00 must be sent via the General Church Financial Secretary.

A list of The General Church approved projects will be provided semi-annually in the General Circle minutes.

F. Any Local Circle wishing to submit a proposal to the General Ladies' Uplift Circle must submit said proposal to its Area Circle for approval.

Upon approval by the Area Circle, the proposal shall be submitted to the General Ladies' Uplift Circle with its report.

G. Dissolving Local Circles

Before a Local Circle can be dissolved, the Area Circle President must be notified and the General Circle President consulted.

All monies in the General Fund and Indian Mission Fund must be sent to the General Circle Financial Secretary.

If the Home Circle Fund is not specifically earmarked, the Local has the option to send its Home Circle Fund to the General Circle's six-month project.

III. ELECTION OF OFFICERS

- A. All officers of the Local Circle shall be elected for a two-year term.
- B. Elections shall be held at the August meetings in even numbered years.
- C. The President, Vice President, and Teacher shall be dutiful members of The Church of Jesus Christ.
- D. They shall be an example to others and direct their efforts to the betterment of the Circle.

IV. OFFICERS AND DUTIES

A. President

The President shall preside over the Local Circle meetings. She shall, at all times, be a good example to the members.

The President shall serve a maximum term limit of 2 terms (4 years).

B. Vice President

The Vice President shall assist the President with her duties.

In the absence of the President, she shall assume the duties of that office.

The Vice President shall serve a maximum term limit of 2 terms (4 years).

C. Teacher

The Teacher shall guide the discussion and reading of the lesson.

D. Corresponding Secretary

The Corresponding Secretary shall keep all records and minutes of the Local Circle.

She shall attend to the necessary correspondence.

She must, bi-annually, prepare Form A (Activities Report of your Circle) and Form B (Financial Report).

Form A is sent to your Area Circle Secretary one month prior to each General Ladies' Uplift Circle Conference.

Form B is sent to the General Ladies' Uplift Circle Financial Secretary two weeks prior to each General Ladies' Uplift Circle Conference.

E. Assistant Corresponding Secretary

The Assistant Corresponding Secretary shall assist the Corresponding Secretary in her duties.

In the absence of the Corresponding Secretary, she shall assume the duties belonging to that office.

F. Financial Secretary

The Financial secretary shall keep a record, by fund, of all monies received.

She shall forward all money to the Treasurer and give a written and oral report at each business meeting.

She shall submit her books to the auditors ten days prior to each business meeting.

G. Treasurer

The Treasurer shall keep a record of all monies received by fund from the Financial Secretary.

She shall be responsible for all disbursements from the treasury.

She shall be responsible for all bank deposits and she shall pay bills authorized by the Local Circle.

She shall submit a written and oral report at the business meetings.

She shall submit her books to the Auditors ten days prior to each business meeting.

DESCRIPTION OF FUNDS

The Home Circle Fund

The Home Circle Fund is the general operating fund of the local circle.

General Circle Fund

The General Circle Fund is sent to the General Ladies' Uplift Circle prior to each conference for disbursements to The Church and Missions other than Indian Missions. The fund shall be used for all expenses of the General Circle.

Native American Fund

The Native American Fund is sent to the General Ladies' Uplift Circle prior to each conference and may be used for any Domestic or International Native American Missionary work of The Church of Jesus Christ.

New Missions Fund

The New Missions Fund consists of donations sent to the General Ladies' Uplift Circle honoring loved ones, brothers, sisters and friends who have passed away. These funds are used only for new missionary work.

Special Projects Fund

The Special Projects Fund is to be used to honor requests that are sent to the General Ladies' Uplift Circle by International Missionary Operating Committee (IMOC) of The General Church.

H. Word Giver

The Word Giver shall provide a word found in the scriptures to be used for roll call in answer to the member's name.

I. Question Giver

The Question Giver is responsible for presenting a question from the Bible or Book of Mormon every Circle meeting.

All members are to search the scriptures for the answer and be prepared to share their answers at the next Circle meeting.

J. Librarian

The Librarian shall be responsible for all Circle literature.

Orders for literature must be directed to the Area Circle Librarian accompanied with payment in full for items requested.

K. Auditors

The Auditors shall make an examination of all financial records and present a complete report of their audit at each Business Meeting. They shall use Form #104 (Auditor's Report).

These report forms can be ordered from the Area Circle Librarian.

L. Editor

The President may appoint an Editor when necessary. Articles must be sent to the Area Circle Editor.

LOCAL CIRCLE MEETINGS

- A. Hymn
- B. Prayer
- C. Hymn
- D. Lesson and Discussion
- E. Reading and acceptance of minutes
- F. Roll call of members
- G. Questions from the scriptures
- H. Offering
- I. Suggestions, report of projects, application for membership, etc.
- J. Hymn
- K. Prayer

LOCAL CIRCLE BUSINESS AND ORGANIZATION MEETING

- A. Hymn
- B. Prayer
- C. Hymn
- D. Roll call of Officers
- E. Reading and acceptance of minutes of previous business or organization meeting
- F. Communications
- G. Filling of vacant offices
- H. Unfinished Business
- I. Officers' Reports
- J. Election of Officers every two years in August of even numbered years
- K. New Business
 - 1. Donations to General Circle Conference
 - 2. Other Agenda items relevant to Local activities
- L. Motion to adjourn
- M. Hymn
- N. Prayer