

**HANDBOOK**  
**OF**  
**United Society of Friends Women International, Incorporated**

**FORWARD**

This HANDBOOK is prepared by the Executive Committee of the United Society of Friends Women International, Incorporated, (USFWI, INC.) with the hope that all members will understand our organization and its rightful place in the life and work of Friends.

The Constitution and By-Laws of the USFWI, INC., will be found herein. Duties of officers and secretaries of departments are clearly outlined, financial matters are explained, and detailed and helpful explanations are given for specific areas.

Revised and reprinted 2021

**PURPOSES**

The purposes of the USFWI, INC., are the following:

to enlist and unite all Friends women in Christian Fellowship and service.

to work cooperatively with constituent Yearly Meeting/Regional Societies, Associations and members-at-large.

to share in the mission of the church everywhere.

to stimulate spiritual development.

to cultivate Christian stewardship.

to nurture education for mission among Friends, including youth and children.

(see Article II of Constitution and By-Laws)

Through study and active participation in the program of the USFWI, INC., we increase our concerns for the needs of those around us. Some of these concerns are met by the local society, other by the combined societies working together at the yearly meeting/regional level, still others at the national and international level.

The framework of the USFWI, INC. is flexible enough to allow societies to adjust practices and procedures to their own situations.

## **STRUCTURE**

The United Society of Friends Women International, Incorporated, is the overall organization of Yearly Meeting/Regional United Societies. The organization was incorporated in Indiana in 2017 as an exempt organization under Section 501 (c) (3) of the U.S. Internal Revenue Code of 1986 (or any successor provision). The legal name is United Society of Friends Women International, Incorporated, hereafter also referred to as USFWI, INC.

The Executive Committee is composed of officers, secretaries of departments, clerk of John Sarrin Scholarship Committee, and the staff of the official publication. This committee guides and coordinates the interest of Friends women by close contact with the Yearly Meeting/Regional Society presidents or presiding clerks and department secretaries. This planning welds the members into a united group of fellowship, prayer, and service. The Executive Committee is chosen from constituent Yearly Meeting/Regional Societies. (see Article X and XI).

## **YEARLY MEETING/REGIONAL UNITED SOCIETY OF FRIENDS WOMEN**

The women's societies of the constituent Yearly Meeting/Regional Societies are united in an organization much after the pattern of the USFWI, INC., and close association between all societies is maintained. Their officers and secretaries extend and promote the program to be carried out in local societies.

## **LOCAL SOCIETY**

The local societies comprise the Yearly Meeting/Regional United Society. Each local society is an integral part of its own meeting and may consist of the women who are members of the meeting and any others who desire to further the work and purpose of the society.

A local society may be called the \_\_\_\_\_ Women's Society, using the name of its own meeting or any other name it so desires.

## **MEMBER-AT-LARGE**

A woman who is interested in the goals and work of the USFWI, INC., but who is not a member of a local society or a member-at-large of a Yearly Meeting/Regional Society may be a member-at-large of USFWI, INC.

## **RELATIONSHIPS**

### **FRIENDS UNITED MEETING**

Although the United Society of Friends Women International, Incorporated, is an autonomous organization, it cooperates with Friends United Meeting. The USFWI, INC., is represented on the General Board of Friends United Meeting by the president/presiding clerk.

## **OTHER RELATIONSHIPS**

The USFWI, INC., cooperates with related Friends agencies and committees, and with Church Women United. Friends women are encouraged to participate in these interdenominational programs on the local, state, national, and international levels.

## **ORGANIZATION**

### **United Society of Friends Women International, Incorporated**

#### **Officers**

President/Presiding Clerk

Vice-President/Assistant Presiding Clerk

Secretary/Recording Clerk

Treasurer

#### **Departments of Work**

Adult Missionary Education

Children and Youth Missionary Education

Stewardship

Peace and Christian Social Concerns

Literature and Reading Course

Christian Service

Program

History and Records

#### **Clerk of John Sarrin Scholarship Committee**

#### **Staff of Official Publication**

Editor

Subscription Manager

The Executive Committee is comprised of persons filling the positions listed above, and the description of duties and responsibilities may be used as a guide for Yearly Meeting/Regional Societies and local societies. (More information may be found in the Constitution and By-Laws of the organization on pages \_\_ to \_\_ of this Handbook.) There will be additional areas such as publicity, music, and hospitality that will need to be cared for by additional local officers. Local societies may combine departments of work as necessary or as interest indicates.

## **DUTIES OF OFFICERS**

Each officer will keep in close touch with Friends women on all levels, giving guidance and help wherever she can. Her attention to details will help in the cooperation of officers and secretaries and will create a spirit of unity.

## **RESPONSIBILITIES OF DEPARTMENTS AND SECRETARIES**

### **MISSIONARY EDUCATION – Adult, Children and Youth**

These departments will promote concerns for mission through reading, information, participation in mission projects, and service projects. Those responsible for these areas of work will seek to lead others in useful service for Christ, to encourage them to expand their mental and spiritual capacities and to give inspiration and help in any needed way.

### **STEWARDSHIP**

This department will encourage systematic giving of time, talents, and resources. Personal devotions and Bible reading are necessary to the Christian's growth and are closely akin to the stewardship of our lives. The annual Thank Offering should be publicized, and stewardship programs and helpful information should be made available and presented at every opportunity.

### **PEACE AND CHRISTIAN SOCIAL CONCERNS**

This department will provide programs, projects and materials on peace and justice, race, temperance, substance abuse and other social concerns. This may be done through institutes, seminars, conferences and printed material.

### **CHRISTIAN SERVICE**

This department will work closely with related organizations and pass along information on service work that is needed locally, nationally, and worldwide. Close cooperation will be necessary with Friends United Meeting, related Friends organizations, yearly meeting mission projects, and those local organizations that provide similar help.

### **LITERATURE AND READING COURSE**

This department promotes and provides for the reading of the selected Reading Course books each year within local societies and yearly meetings. The list of books is supplied by the

Executive Committee of the USFWI, INC. Yearly Meeting/Regional Literature Secretaries may make additions to their reading lists if they so desire.

### **HISTORIAN**

It will be the duty of the Historian to collect pertinent facts and papers, to catalog available materials and place them in the Friends Collection at Lilly Library at Earlham College, Richmond, Indiana. She will also create and maintain interest in the USFWI, INC., through its history by appropriate writings and presentations.

### **PROGRAM**

It will be the duty of the Program Secretary to plan the year's programs for the BLUEPRINTS and Program

Calendars. She will obtain the writers, edit the programs, and arrange for printing. The Yearly Meeting/Regional Societies and local societies may wish to assign program planning to another officer or to their executive committees.

### **JOHN SARRIN SCHOLARSHIP COMMITTEE**

The John Sarrin Scholarship Committee (JSSC), is a committee appointed in accordance with the Bylaws of the United Society of Friends Women International, Incorporated, (USFWI, INC.). The JSSC is responsible for administering and granting scholarships from the John Sarrin Fund, a trust fund established by a testamentary bequest from John Sarrin. The JSSC shall grant scholarships from the John Sarrin Fund, as supplemented by additional donations to that Fund, based on the guidelines specified in Mr. Sarrin's will and shall be designated as coming from the John Sarrin Fund of USFWI, INC. The JSSC is responsible for administering John Sarrin Fund on behalf of USFWI, INC. Individual societies shall have no corresponding committee or responsibility for the John Sarrin Fund.

## **PUBLICATION STAFF**

### **EDITOR**

It will be the duty of the Editor of the official publication to have oversight of the publication, write and obtain editorials and articles, and edit all materials.

### **SUBSCRIPTION MANAGER**

It will be the duty of the Subscription Manager to keep accurate records of all subscriptions and renewals, and provide promotional material to encourage subscriptions. She will serve as treasurer and will submit financial statements regularly to the Executive Committee.

## **OUTREACH**

### **FOUR FUNDS**

The recipients of the Four Funds are selected each year by the Executive Committee of the USFWI, INC.

**LOVE**--The Love Fund was created in 1914 when additional funds were needed so that Esther Baird could continue her missionary work in India. Because of this she was able to continue 24 years more, thus serving a total of 46 years. Since her death recipients have been chosen from the teaching staff of Friends Girls School in Ramallah, Palestine, workers in Uganda, Chicago Fellowship of Friends and other places.

**FAITH**--The Faith Fund was established in 1925 so that Alice I. Kennedy might return to her work in Jamaica. Since her retirement the recipient of this fund often has been chosen from among the workers in Africa.

**HOPE**--The Hope Fund was established in 1928 to enable American Friends Board of Missions to put another worker on a home mission field in Monroe County, Tennessee. In recent years the recipient of this fund often has been chosen from Jamaica or Belize.

**JOY**—The Joy Fund was started in 1935 to commemorate the many years of joyous service, which Eliza Armstrong Cox gave to the Women's Missionary Union (now the USFWI, INC.). Because of her special interest in the American Indian, the money often went to help support women working in Native American Centers.

## **KEYS TO THE KINGDOM**

Local societies pay into the Keys to the Kingdom for special projects chosen each year by the Executive

Committee of the USFWI, INC., taking into consideration specific needs of the USFWI, INC., Friends United Meeting World Ministries and various other Friends organizations.

## **UNITED THANK OFFERING**

The Thank Offering is a special offering given in recognition of God's favor and mercy. The United Thank Offering is given for projects chosen each year by the Executive Committee of the USFWI, INC. The Stewardship Secretary is responsible for promoting these projects.

## **CHILDREN AND YOUTH PROJECTS**

Each year the Executive Committee of the USFWI, INC., chooses projects that will be of interest to children and youth. The Children and Youth Missionary Education Secretary is responsible for promoting these projects.

## **CHRISTIAN SERVICE PROJECT**

The Christian Service Department was originally established to supply material needs of service organizations and the mission fields. Because of changing conditions, this has been made a

monetary project. This, too, is chosen each year by the Executive Committee of the USFWI, INC., and is promoted by the Christian Service Secretary.

## **PEACE AND CHRISTIAN SOCIAL CONCERNS PROJECT**

Projects in the field of Social Concerns are chosen each year by the Executive Committee of the USFWI, INC. and are promoted by the Peace and Christian Social Concerns Secretary.

## **FINANCES**

### **ANNUAL REPORT**

Christian stewardship should be the basis of all giving. All members are expected to make annual contributions of money to the local society through offerings, pledges, or gifts.

An annual budget may be prepared and approved by the local society or special offerings may be taken throughout the year that will provide funds. The total budget or giving should include all money designated for the following projects:

1. Membership apportionment (Art.XIII, Sec.1)
2. Keys to the Kingdom
3. The Four Funds
4. United Thank Offering
5. Children and Youth Projects
6. Christian Service Projects
7. Peace and Christian Social Concerns Projects
8. Other projects approved by the local society.

### **GENERAL FUND--USFWI, INC.**

Support for the General Fund comes from Membership apportionment, one half of each membership in the Eliza Armstrong Cox Fellowship, and general unrestricted contributions. The General Fund is distributed as follows:

Allowances to the following members serving on the Executive Committee:

Expense of executive committee meetings, including travel.

Travel expense of the President/Presiding Clerk

Expense of officers and department secretaries

Subsidy of the official publication, as needed

Printing expenses

Triennial Conference Fund

Contributions to:

Other Friends organizations

Church Women United

### **ELIZA ARMSTRONG COX FELLOWSHIP**

Anyone may be made a member of the Eliza Armstrong Cox Fellowship of the USFWI, INC., by payment of \$25.00 (For United Societies outside the United States the amount will be determined by the Executive Committee of the USFWI, INC., after consultation with the USFW Executive Committee of that Yearly Meeting/Regional Society.) The established amount shall be divided equally between the Yearly Meeting/Regional USFW and the General Fund of the USFWI, INC. Members-at-Large shall pay the full \$25.00 to the USFWI, INC., General Fund.

### **FISCAL YEAR**

The fiscal year of the USFWI, INC., is January 1 to December 31. The Yearly Meeting/Regional Societies and the local societies may use this or any other fiscal year of their choice, as long as monies are paid regularly to the Treasurer of the USFWI, INC.

### **PUBLICATIONS**

**THE OFFICIAL PUBLICATION** of the USFWI, INC., seeks to encourage high standards of Christian living; to publish information of Friends work, especially missions; and to aid and correlate the activities of Friends women. All subscriptions, renewals, and changes of address should be sent to the Subscription Manager, whose address is on page 2 of each issue of the publication. When sending a change of address be sure to send both the old and the new addresses. Remittance must accompany each subscription. Prompt renewal and early notice of address change will make it possible for subscribers to receive every issue. The subscription price is on page 2 of each issue. The Editor and Subscription Manager of the official publication are appointed by the USFWI, INC., Executive Committee.

**BLUEPRINTS** is the book that contains suggested programs for the local society. Devotions accompany each program. This publication is intended as a guide and should be supplemented or expanded to meet local needs and interests.

**PROGRAM CALENDARS** are for use by local societies to arrange programs, designate leaders, hostesses, and officers.

**THE READING COURSE** is a list of recommended reading. It is helpful for each society to own a set of books to be passed among members. Free lists are available on request from the Literature Secretary.

**REPORT BLANKS** are available on request from the Literature Secretary to be used if the local society keeps a record of readers or if the Yearly Meeting/Regional Society gives completion certificates.

**WHERE TO ORDER SUPPLIES:** All orders for BLUEPRINTS, Program Calendars, Reading Course Book lists, and report blanks should be sent to the Literature Secretary of the USFWI, INC. This name and address is on page 2 of the official publication.

## **CONSTITUTION AND BY-LAWS**

**Of the**

### **UNITED SOCIETY OF FRIENDS WOMEN INTERNATIONAL, INCORPORATED**

#### **Preamble**

Whereas, in the growth of the missionary spirit among Friends we came to have a Women's Home Mission Council, and whereas, this organization was accepted by the Triennial Conference of the Woman's Foreign Missionary Union as an associate in the Conference held in May, 1914, in Muncie, Indiana, and whereas, in the Conference held in October, 1917, the Woman's Foreign Missionary Union and Woman's Home Mission Council were merged into one organization to be governed by one constitution and by-laws and to be directed by one set of officers, and to be known as the Woman's Missionary Union of Friends in America; and whereas, there are ever broadening responsibilities evolving for Christian women, and the need exists for enlisting all the women of Friends Meetings to share in the mission of the Church at home and abroad and in order that a more unified organization might be consummated through which all of the interests of Friends women might be channeled, therefore it was approved at the Conference held in Poughkeepsie, New York, May 1-5, 1948, that this organization be known as the United Society of Friends Women. Since United Societies of Friends Women were being formed by yearly meetings in other countries, the word "international" was added to the name in 1974. In 2017 the organization was incorporated in Indiana as an exempt not-for-profit under Section 501 (c) (3) of the U.S. Internal Revenue Code. In order to increase our efficiency and in order to give opportunity for wider interests and service in the extension of the Kingdom of God, we adopt the following Constitution and By-Laws.

#### **Article I – Name**

The legal name of this organization is the United Society of Friends Women International, Incorporated, hereafter also referred to as USFWI, INC.

#### **Article II – Purpose**

**Section 1.** The purpose of the USFWI, INC., shall be that of cooperation of the constituent organizations and members-at-large to enlist and unite Friends women in Christian fellowship and service, to share in the mission of the church at home and abroad, to stimulate spiritual development, to cultivate Christian stewardship, to assist in the development of the spirit of mission among Friends, and to initiate and encourage education for mission in the membership of the meetings, including children and youth.

**Section 2.** The USFWI, INC., is organized exclusively for religious, charitable and educational purposes, as those terms are defined in Internal Revenue Code Section 501(c) (3).

### **Article III -- Relationship**

The activities of the USFWI, INC., shall be correlated with the total program of the church.

### **Article IV -- Membership**

**Section 1.** The USFWI, INC., shall be comprised of such Yearly Meeting/Regional Societies of local societies as may unite on the basis of this Constitution.

**Section 2.** The women members of the local meeting and any others who desire to further the purpose of the society may be members.

**Section 3.** A woman who is interested in the goals and work of the USFWI, INC., but who is not a member of a local society or a member-at-large of a Yearly Meeting/Regional Society may be a member-at-large by:

- a. requesting membership in writing to the USFWI, INC.
- b. paying an annual amount determined by the USFWI, INC., Executive Committee. This amount will be sufficient to include subscription to the official publication of the USFWI, INC., BLUEPRINTS, and Handbook.

**Section 4.** Any Yearly Meeting/Regional Society of Friends Women outside the United States of America wishing to become a member of the USFWI, INC., may do so by:

- a. organizing after the pattern of the Constitution and By-laws as stated in the Handbook of the USFWI, INC.
- b. requesting membership in writing to the USFWI, INC.
- c. paying an annual amount based on their total membership to the USFWI, INC. This amount shall be determined by the Executive Committee of the USFWI, INC., after consulting with the Yearly Meeting/Regional United Society of Friends Women requesting Membership.

### **Article V – Article V –Officers: Appointments and Terms**

**Section 1.** The officers of the USFWI, INC., shall be President/ Presiding Clerk, a Vice-President/ Assistant Presiding Clerk, a Secretary/ Recording Clerk, and a Treasurer.

**Section 2.** The officers of President/ Presiding Clerk, Secretary/ Recording Clerk, and Treasurer shall be approved at the Triennial Conference for one term. A term shall consist of the interim period between Triennial Conferences. The Vice-President/Assistant presiding Clerk shall be named by the Executive Committee from the Secretaries of the Departments of Work named in Article VII.

**Section 3.** Any officer, with her consent, with her nomination, and with general approval of the membership, may serve more than one term, but not to exceed three consecutive terms. Service is again possible after a three-year interim.

**Section 4.** Any person nominated to an office shall be a member of a Yearly Meeting/Regional Society participating in the USFWI, INC., or a member-at-large.

## **Article VI – Duties of Officers**

**PRESIDENT/PRESIDING CLERK:** It shall be the duty of the President/Presiding Clerk to preside at the business sessions and meetings of representatives at the Triennial Conference, and at all meetings of the

Executive Committee. She shall serve ex officio on all committees. She shall maintain communications with Yearly Meetings/Regional Societies by visits and correspondence, and shall oversee the general work of the USFWI, INC. She shall represent the USFWI, INC., on the General Board of Friends United Meeting or appoint a member of the Executive Committee to serve in her place.

**VICE-PRESIDENT/ASSISTANT PRESIDING CLERK:** It shall be the duty of the Vice-President/Assistant Presiding Clerk to preside at meetings in the absence of the President/Presiding Clerk and to assist in the duties of that office. She shall also assume the responsibility of the secretary of a department of work.

**SECRETARY/RECORDING CLERK:** It shall be the duty of the Secretary/Recording Clerk to keep a correct record of the sessions of the Triennial Conference and of meetings of the Executive Committee and to assist the President/Presiding Clerk in caring for correspondence of the USFWI, INC.

**TREASURER:** It shall be the duty of the Treasurer to hold in trust the funds of the USFWI, INC., keep a book account; present a detailed report of receipts and disbursements to the Triennial Conference; make payments authorized by the Executive Committee or President/Presiding Clerk; report at least semi-annually to the Executive Committee the balance of all funds; and arrange for an annual review of books.

## **Article VII – Departments of Work: Appointments and Terms**

**Section 1.** The Departments of Work through which the USFWI, INC., shall operate are the following:

Adult Missionary Education

Children and Youth Missionary Education

Stewardship

Peace and Christian Social Concerns

Literature and Reading Course

Christian Service

Program

History and Records

**Section 2.** Secretaries for these Departments shall be approved at the Triennial Conference for one term. A term shall consist of the interim period between Triennial Conferences.

**Section 3.** Any Department Secretary, with her consent, with her nomination, and with general approval of the membership, may serve more than one term, but not exceed three consecutive terms. Service is again possible after a three-year-interim.

**Section 4.** Any person nominated to serve as a Secretary of a Department of Work shall be a member of a Yearly Meeting/Regional Society participating in the USFWI, INC., or a member-at-large.

#### **Article VIII – Duties of Secretaries of Departments**

It shall be the duty of the Secretary of each Department to plan, arrange for and assist in carrying out programs and activities within her department, working in close contact with the secretary in the corresponding work of Yearly Meeting/Regional Societies and local societies. She shall make regular contributions to the official publication. It may be advisable to ask a Department Secretary to serve as Vice-President of the Executive Committee. The duties of a webmaster and social media editors may also be assigned to Secretaries of Departments or other members of the Executive Committee.

#### **Article IX – John Sarrin Scholarship Committee**

**Section 1.** The John Sarrin Scholarship Committee (JSSC) shall be made up of not more than six members, being: the JSSC Clerk; the JSSC Treasurer; the USFWI, INC., President; two additional members of the USFWI, Inc., Executive Committee approved by the USFWI, INC., Executive Committee; plus one member of the constituency of USFWI, Inc., approved by the USFWI, INC., Executive Committee. Members of the JSSC approved by the USFWI, INC.,

Executive Committee shall be appointed on a staggered basis, for three year terms, and shall each be limited to three consecutive terms. Newly appointed members shall begin serving at the first meeting of the JSSC following the spring meeting of USFWI, INC., Executive Committee at which they were appointed.

**Section 2.** The Clerk and the Treasurer of the JSSC shall each be appointed by the Executive Committee of USFWI, INC., upon the recommendation of the JSSC. The Treasurer of the JSSC shall be someone with significant financial experience. The Clerk and Treasurer of the JSSC shall serve at the pleasure of the Executive Committee of USFWI, INC., shall each be given performance reviews by the JSSC every three years, and shall continue in office provided they are meeting the expectations to the satisfaction of the JSSC, as spelled out in the job descriptions for each position. The JSSC Clerk shall also serve as a member of the Executive Committee of USFWI, INC., with her expenses paid by the John Sarrin Fund.

**Section 3.** The JSSC is responsible for granting scholarships from the John Sarrin Fund, a trust fund established by a testamentary bequest from John Sarrin. The JSSC shall grant scholarships from the John Sarrin Fund, as supplemented by additional donations to that Fund, based on the guidelines specified in Mr. Sarrin's will and shall be designated as coming from the John Sarrin Fund of USFWI, INC. The JSSC is responsible for administering the John Sarrin Fund on behalf of USFWI, INC.

#### **Article X – The Executive Committee**

**Section 1.** The officers, secretaries of departments, clerk of John Sarrin Scholarship Committee, and the staff of the official publication shall constitute the Executive Committee.

**Section 2.** Executive Committee members may serve 3 consecutive terms. Service is again possible after a three-year-interim. The service can be in one or more positions and begins after fulfilling any unexpired term. This limit does not apply to the staff of the official publication and the JSSC Clerk as these appointments are made by the Executive Committee

**Section 3.** The Executive Committee recommends that a secretary/officer be appointed from either East Africa

or the Middle East. The USFWI, INC., will provide sufficient funds for travel to one meeting of the Executive Committee regardless of the number of meetings per year she is able to attend.

**Section 4.** The Executive Committee recommends that a secretary/officer be appointed from the Caribbean.

This person will hold full participation on the Executive Committee regardless of the number of meetings per

year she is able to attend.

**Section 5.** The Executive Committee shall represent the USFWI, INC., **ad interim** of the Triennial Conference. It shall fill vacancies as may occur on the Executive Committee; it shall plan and arrange for the holding of the Triennial Conference. It shall appoint the Editor and Subscription Manager of the official publication of the USFWI, INC., and such other assistants as are advisable for the execution of the work of the USFWI, INC. It shall be responsible for the general oversight of all work of the USFWI, INC.

**Section 6.** The Executive Committee of the USFWI, INC., shall constitute the Publication Committee.

**Section 7.** There shall be at least one meeting of the Executive Committee each year.

### **Article XI -- Nominations**

At the beginning of the Triennium, the President/Presiding Clerk appoints two previous Executive Committee members to serve as the Nominating Committee. This committee is approved by the Executive Committee. The nominating committee shall submit its report at the next Triennial Conference. Consent of each nominee shall be secured before the presentation of the name as a candidate. The nominating committee shall submit a progress report to the Executive Committee at their Spring Meeting prior to the Triennial Conference and continue to provide updates until the conference, if there are changes.

### **Article XII -- Publications**

**Section 1.** The Publication Committee shall be responsible for the official publication of the USFWI, INC.; BLUEPRINTS, the annual program guide; and such other literature as may be helpful. (See Article X, sec. 2 & 3.)

**Section 2.** The Editor shall plan, edit, and oversee the publishing of the official publication. The Subscription Manager shall receive and record subscriptions and finances as related to the official publication.

**Section 3.** Planning and editing BLUEPRINTS, the program guide, is the responsibility of the Program Secretary.

### **Article XIII – Finance**

The Executive Committee shall prepare a budget and secure and disburse funds in the interests of the USFWI, INC. The General Fund is provided by membership apportionments. (See description of General Fund in Handbook.)

**Section 1.** Each local society shall submit membership apportionment based on active women membership of the society. The amounts for these membership apportionments shall be determined by each Triennial Conference for the following triennium. The Yearly Meeting/Regional Society Treasurer shall receive these funds, 80% of which shall be sent to the

Treasurer of the USFWI, INC., 20% to remain in the respective Yearly Meeting/Regional United Society.

**Section 2.** Yearly Meeting/Regional Societies outside the United States shall pay an annual apportionment based on their total membership. This apportionment shall be determined by the Executive Committee of the USFWI, INC., after consulting with that Yearly Meeting/Regional USFW.

**Section 3.** Anyone may be made a member of the Eliza Armstrong Cox Fellowship of the USFWI, INC., by payment of \$25.00. (For United Societies outside the United States the amount will be determined by the Executive Committee of the USFWI, INC., after consultation with the USFW Executive Committee of the Yearly Meeting/Regional Society.) The established amount shall be divided equally between the Yearly Meeting/Regional USFW and the General Fund of the USFWI, INC. Members-At-Large shall pay the full \$25.00 to the USFWI, INC., General Fund.

Members of the Eliza Armstrong Cox Fellowship shall continue to support the society through annual membership apportionment and local society responsibilities.

**Section 4.** Additional funds are received through money raised for special projects, pledges, offerings, gifts, and Eliza Armstrong Cox Fellowships. Further assessments or collections may be made by Yearly Meetings/Regional Societies or local societies to meet their own budgets.

**Section 5.** No part of the net earnings of the USFWI, INC., shall inure to the benefit of or be distributable to its members, officers or other private persons, except that the USFWI, INC., shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above.

No substantial part of the activities of the USFWI, INC., shall be carrying on of political propaganda, or otherwise attempting to influence legislation, and the USFWI, INC., shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.

Notwithstanding any other provisions of this Constitution and By-Laws, the USFWI, INC., shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or any successor provision) or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future federal tax code).

Upon the dissolution of the USFWI, INC., assets shall be distributed to Friends United Meeting of the Religious Society of Friends, if at the time of distribution, Friends United Meeting is an organization described in Internal Revenue Code Section 501(c)(3) or corresponding provision of any future revenue code, or, if it is not, shall be distributed exclusively for the purposes of the USFWI, INC., in such a manner, or to such an organization organized and operated exclusively for religious, charitable or educational purposes as shall at the time qualify as an exempt

organization under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or any successor provision), as the Executive Committee of the USFWI, INC., shall determine.

**Section 6.** The fiscal year of the USFWI, INC., shall be from January 1 to December 31.

#### **Article XIV – Conference**

**Section 1.** The USFWI, INC., shall gather for Triennial Conferences, the times and places to be determined by the Executive Committee.

**Section 2.** Representatives to the Triennial Conference may be as follows: one from each local society and one from each circle of the local society; two representatives-at-large from each Yearly Meeting/Regional Society appointed by that executive committee; the Officers and Secretaries of Departments of Work of the Yearly Meeting/Regional Societies' Executive Committee; the staff of the official publication; Clerk of the John Sarrin Scholarship Committee; and the Officers and Secretaries of Departments of Work of the USFWI, INC.

**Section 3.** Each Yearly Meeting/Regional United Society president/presiding clerk shall forward the names of representatives to the Secretary/Recording Clerk of the USFWI, INC., not later than one month prior to the Triennial Conference.

**Section 4.** Yearly Meeting/Regional Societies may have the power to fill vacancies in their number of representatives from those of their Yearly Meeting/Regional Society in attendance at the Triennial Conference.

**Section 5.** Major proposals shall be referred to the meeting of representatives for consideration and recommendation to the general meeting. The Triennial Conference may refer other matters which arise to the representatives for their consideration or recommendation.

**Section 6.** The President/Presiding Clerk and Secretary/Recording Clerk of the USFWI, INC., shall serve as officers of the representatives.

#### **Article XV – Revisions**

**Section 1.** This Constitution may be amended at the Triennial Conference by approval of those present, notice having been given in two issues of the official publication of the USFWI, INC., that will have been received by subscribers prior to the Triennial Conference.

**Section 2.** This Constitution of the USFWI, INC., in case of emergency, may be amended by approval of the Executive Committee of the USFWI, INC., if the approval is necessary before the date of the next Triennial Conference.

#### **Revised and Amended Triennial Conference 2021**

**Note:** Article II, Section 2 and Article XIII, Section 5 are worded to comply with requirements of Internal Revenue Service.

