

CONSTITUTION
AND
HANDBOOK

United Brethren in Christ
Women's Missionary
Association

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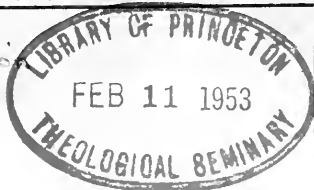


PRESENTED BY

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United brethren in Christ,
Women's missionary association



Constitution and Handbook



LITERATURE DEPARTMENT
WOMEN'S MISSIONARY ASSOCIATION
UNITED BROTHERN IN CHRIST
406-408 Otterbein Press Bldg., Dayton, Ohio
1917

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SECTION I.

General Constitution

ARTICLE I.

NAME.

The Association shall be known as the "WOMEN'S MISSIONARY ASSOCIATION OF THE UNITED BRETHREN IN CHRIST," according to the Articles of Incorporation under the laws of the State of Ohio. Its general offices shall be located in Dayton, Ohio.

ARTICLE II.

OBJECT.

The Association is for the purpose of enlisting and uniting the efforts of the women, the young women and the children of the Church of the United Brethren in Christ, to help send and support missionaries in the home and foreign fields; to assist in carrying forward the work in said fields; and to secure by gift, bequest, and otherwise, the funds necessary to aid in such missionary operations.

It shall disseminate literature and information concerning the needs of the mission fields where operating, and conduct any and all other work that usually belongs to such an organization.

It shall be empowered by its articles of incorporation to receive by gift, bequest, or purchase, real and personal property, and to hold the same for the uses and purposes of said Association, the same as any other corporations of like character.

ARTICLE III.

Relation to the Church.

This Association shall work under the direction of the General Conference of said Church, to which the general secretary shall

submit quadrennial reports. It shall also work in co-operation with the Home Missionary Society and the Foreign Missionary Society of the United Brethren in Christ, upon whose boards and executive committees it shall have one-third representation.

ARTICLE IV.

Membership.

1. The annual dues for membership in said Association shall be in accord with the membership dues of the various departments.

2. The payment of \$10 at one time or by installments within five years shall constitute a life membership.*

The payment of \$25 at one time or by installments within five years shall constitute a life directorship.*

The payment of \$100 at one time or by installments within five years shall constitute a life membership.*

*[A certificate shall be given at the time of payment in full, but this certificate shall not exempt from annual dues.]

2. Life patrons shall be full members of the Board of Managers. Life directors shall be advisory members of the same. Life patrons and life directors shall be full members and life members shall be advisory members of the branch within whose bounds they reside. These privileges are accorded only to those who pay annual dues.

ARTICLE V.

Organization.

This organization shall consist of a Board of Managers, conference branches, local societies and chapters of the Otterbein Guild.

ARTICLE VI.

Board of Managers.

The Board of Managers shall consist of the Board of Trustees, the editor of the Evangel, the life patrons, the secretary of the Otterbein guild, the secretary of literature, the secretary of thank-offering, and three delegates from each branch, who shall be elected at the branch meeting preceding the meeting of the Board of Managers, and the branch presidents if present.

ARTICLE VII.

Duties of the Board of Managers.

The Board of Managers shall meet biennially. It shall receive and pass upon the reports of the general secretary, treasurer, department secretaries, editor and publisher of the Evangel, branch organizations, and upon the reports from the mission fields. It shall elect by ballot the members of the Board of Trustees, the secretary of the Otterbein Guild, the secretary of literature, and the secretary of thank-offering.

ARTICLE VIII.

Board of Trustees.

The Board of Trustees shall consist of nine members who shall be elected at the biennial meeting of the Board of Managers, six of whom and no more shall be residents of Dayton, Ohio, or vicinity.

ARTICLE IX.

Duties of the Board of Trustees.

The Board of Trustees so elected shall assemble before the close of the biennial meeting of the Board of Managers and organize by the election from its own number of all the officers provided for in Article X.

It shall choose from its number the necessary representation upon the boards and executive committees of the Home and the Foreign Missionary societies. It shall also elect the editor of the Evangel, the field secretary and the third member of the literature committee.

In the interim between the meetings of the Board of Managers, the Board of Trustees shall have full power and control of the general interests and administration of the affairs of the Association including the making of appropriations.

All legal papers of the Association shall be executed by the president and the general secretary of the Association, provided that the president lives in Dayton or vicinity, otherwise by the resident vice-president and the general secretary who shall sign and seal all such papers, including deeds of transfer, in the name and on behalf of the Association.

The Board of Trustees shall have the authority to appoint and empower one or two persons to act for the Association with power of attorney when occasion may arise to demand such action.

ARTICLE X.

Officers.

The officers of the Association shall be a president, three vice-presidents, a general secretary, a recording secretary, a treasurer, and a chairman of the resident trustees as provided in Article IX. The offices of general secretary and treasurer may be held by one person.

ARTICLE XI.

Duties of Officers.

1. The president shall preside at the biennial meeting of the Board of Managers and shall have general supervision of the work of the Association.

2. The vice-presidents shall co-operate with the president in carrying forward the work of the Association. They shall preside in the absence of the president or upon request.

3. The general secretary shall, under the supervision of the Board of Trustees, attend to all the business connected with the Association, secure gifts and bequests, keep all documents pertaining to the Association and attend to correspondence.

She shall submit an annual report to the Association through the Evangel, an annual report to the Home and the Foreign Missionary societies, a biennial report to the Board of Managers, and a quadrennial report to the General Conference. She shall have the power to call meetings of the Board of Trustees.

4. The recording secretary shall keep the minutes of the proceedings of the biennial meetings of the Board of Managers, and of all the meetings of the Board of Trustees. She shall submit an annual report to the Association through the Evangel and a biennial report to the Board of Managers.

5. The treasurer shall receive all funds coming into the Women's Missionary Association and transmit quarterly, on order of the trustees, to the general Church treasurer those funds which are to be disbursed for work in the mission fields—on order of the executive committees of the Home and the Foreign Missionary societies.

6. The administration expenses of the Association shall be under the control of the Board of Trustees, said expenses to be paid by the treasurer of the Women's Missionary Association on order of the trustees.

The treasurer shall submit quarterly reports, also an annual report to the Association through the Evangel, an annual report to the Home and the Foreign Missionary societies, and a biennial report to the Board of Managers. She shall give bond and her accounts shall be audited annually.

She shall receive all funds of the Evangel and shall pay the expenses of the same on order of the trustees.

She shall receive all funds of the literature department and shall disburse the same on order of the general literature committee.

ARTICLE XII.

Funds.

All gifts, bequests, and funds contributed to any special object of the Association shall be held sacred to the uses and purposes intended by the donor.

ARTICLE XIII.

Woman's Day.

By the action of General Conference and the Board of Managers, the last Sunday in October is designated as Woman's Day. A public program may be given and an offering taken which shall be forwarded to the branch treasurer for the Woman's Day fund.

ARTICLE XIV.

Department of the Otterbein Guild.

1. The object of this department shall be to enlist the young women in the cause of missions, to lead them to personal consecration, to disseminate missionary knowledge, and to raise funds to be applied to any work undertaken by this department, under the supervision of the Women's Missionary Association.

2. The head of this department shall be a secretary, who shall be elected by the Board of Managers.

3. The secretary shall send out plans and suggestions to branch secretaries of the Otterbein Guild, aid in developing the

work in the branches, and conduct the department of the Otterbein Guild in the Evangel, subject to the approval of the editor. She shall make quarterly reports, also an annual report to the general secretary. She shall make an annual report to the Association through the Evangel and a biennial report to the Board of Managers.

ARTICLE XV.

Department of Literature.

1. The Evangel shall be the official organ of the Women's Missionary Association. Its editor shall be elected by the Board of Trustees.

2. The object of this department shall be to awaken and inform the women, the young women and the children of the Church on the subject of missions, to increase the circulation of the Evangel and to encourage the use of missionary literature, missionary leaflets and books of the mission study course.

3. The head of this department shall be a secretary who shall be elected by the Board of Managers.

4. There shall also be a general literature committee, composed of three members—the secretary of the department, the editor of the Evangel, and a third member elected by the Board of Trustees—whose duty it shall be to prepare and publish the literature of the Association.

5. The officers of this department shall consist of the department secretary and secretaries of literature of branches, local societies, and chapters of Otterbein Guild.

6. Through the secretary this committee shall send out plans and suggestions to the secretaries of literature of the branches, assist in developing the work in the branches, submit quarterly reports and an annual report to the Association through the Evangel, and a biennial report to the Board of Managers.

7. All money received from the sale of literature shall be retained by the general literature committee for the maintenance of the work.

ARTICLE XVI.

Thank-offering Department.

1. The object of this department shall be to emphasize the devotional and educational features of our giving; to help the women to give systematically and as an act of worship.

2. The head of this department shall be a secretary who shall be elected by the Board of Managers.

3. The secretary shall send out plans and suggestions to the branch secretaries, aid in developing the work in the branches, and conduct the thank-offering department in the Evangel, subject to the approval of the editor. She shall make an annual report to the Association through the Evangel and a biennial report to the Board of Managers.

ARTICLE XVII.

Department of Children's Work.

The object of this department shall be to educate the children in missionary work, in definite prayer, and systematic giving for missions.

This work shall be done through the Junior Christian Endeavor Society in harmony with the following sections from the Junior Constitution:

1. "Monthly missionary meetings shall be held at which time missionary offerings may be taken."

2. "The Junior Christian Endeavor Society in its missionary activities is asked to co-operate with the Women's Missionary Association which in turn may assist the Junior superintendent in cultivating a missionary interest among the Juniors by suggesting missionary literature and information."

3. "The missionary funds raised by the Junior Christian Endeavor societies for missionary purposes other than conference missionary objects, shall be sent by the branch Christian Endeavor treasurer to the treasurer of the Women's Missionary Association at Dayton, Ohio."

SECTION II.

CONSTITUTION.

CONFERENCE BRANCH.

ARTICLE I.

Name.

This branch shall be called the _____ Branch of the Women's Missionary Association of the Church of the United Brethren in Christ.

ARTICLE II.

Object.

The object of the branch shall be to enlist the women, the young women, and the children within the bounds of _____ Conference in the cause of missions, to lead them to personal consecration, to disseminate missionary knowledge, and to raise funds to help carry forward the home and the foreign work of the Women's Missionary Association.

ARTICLE III.

Membership.

The membership of the branch shall consist of the members of the Association living within the bounds of the conference.

ARTICLE IV.

Officers.

The officers of the branch shall be a president, two vice-presidents, a secretary, a treasurer, a secretary of the Otterbein Guild, a secretary of literature, and a secretary of thank-offering. The officers shall be elected by ballot at the annual meeting.

ARTICLE V.

Executive Committee.

The officers of the branch, together with the branch superintendent of Junior Christian Endeavor (who is a member *ex-officio*) shall constitute the executive committee. The organizers shall be advisory members. The executive committee shall meet after the branch convention and outline definite plans for the year. It shall supervise and develop the work within the bounds of the conference; divide the conference into two districts over which the vice-presidents shall have supervision; seek to secure the organization of local societies and chapters of the Otterbein Guild in the churches and strengthen those already existing.

ARTICLE VI.

Duties of Officers.

1. The president shall preside at the annual meeting and have general supervision of all the work of the branch. She shall

endeavor to have all the plans adopted by the branch executive committee carried into effect.

2. The vice-presidents shall co-operate with and aid the president in every possible way to carry out the plans of the branch. They shall superintend the districts into which the branch may be divided, shall have charge of the membership at large, and shall assist in developing and strengthening the work. They shall preside in the absence of the president or upon request.

3. The secretary shall keep a record of the proceedings of the annual meeting and of the executive committee meetings. She shall submit quarterly reports to the general secretary which shall reach her not later than June 29, September 29, December 29, and March 29, also the annual report not later than March 29. She shall announce all the branch and executive committee meetings and present an annual report to the branch convention.

4. The treasurer shall receive all funds of the branch and transmit the same except the branch contingent, to the general treasurer. She shall submit quarterly reports to the general treasurer which shall reach her not later than June 29, September 29, December 29 and March 29, also the annual report not later than March 29, when the books of the general treasurer close. She shall pay bills of the branch only upon vouchers properly certified by the president and secretary. She shall give bond and her books shall be audited annually. She shall present an annual report to the branch convention.

5. The secretary of the Otterbein Guild shall, in harmony with the department secretary, endeavor to interest the young women in each local church in the conference in missions, and whenever possible, organize a chapter. She shall submit quarterly reports to the department secretary, which shall reach her not later than June 29, September 29, December 29, March 29, also the annual report not later than March 29. She shall present an annual report to the branch convention.

6. The secretary of literature shall, during the year, select and recommend missionary literature to local secretaries of literature, and for the sales table at the branch convention.

She shall endeavor to secure a wider reading of missionary literature, especially of the Evangel and missionary leaflets. She shall encourage the use of the books of the mission study course. She shall submit quarterly reports to the department secretary

which shall reach her not later than June 29, September 29, December 29, March 29, also the annual report not later than March 29. She shall present an annual report to the branch convention.

7. The secretary of thank-offering shall in harmony with the department secretary, endeavor to interest the women and girls in each local society and chapter in the branch in this department. The annual report shall reach the department secretary not later than March 29. She shall present an annual report to the branch convention.

ARTICLE VII.

Meetings.

The branch shall meet annually and shall consist of the branch officers, three delegates from each local society, two delegates from each chapter of the Otterbein Guild, the life patrons and life directors residing within the branch and paying annual dues. Life members shall be advisory members. It shall receive and pass upon reports. It shall transact any business pertaining to its work.

It shall elect officers and three delegates to the meeting of the Board of Managers, one of whom should be a representative of the Otterbein Guild and another a member of the executive committee.

ARTICLE VIII.

Contingent Fund.

The expenses of the branch officers to the executive committee meetings, its delegates to the biennial meeting of the Board of Managers, and all other expenses of the branch shall be provided for by a contingent fund derived from the societies within the branch as hereinafter provided.

SECTION III.

CONSTITUTION.

LOCAL SOCIETY.

ARTICLE I.

Name.

This society shall be called the _____ Local Society, _____ Branch of the Women's Missionary Association of the United Brethren in Christ.

ARTICLE II.

Object.

The object of this local society shall be to enlist the women of the _____ Church in the cause of missions, to lead them to personal consecration, to disseminate missionary knowledge, and to raise funds to help carry forward the home and the foreign work of the Women's Missionary Association.

ARTICLE III.

Membership.

1. Any woman or girl may become a member by the payment of ten cents per month, the yearly total to be divided as follows: \$1.00 to general fund, 20 cents to branch contingent.

2. The society shall provide for all expenses connected with the work of the society through a local contingent fund.

3. Any child may become a member by the payment of five cents a month and shall be reported on the list of associate members.

4. The payment of \$10 at one time, or by installments within five years shall constitute a life membership.*

The payment of \$25 at one time or by installments within five years shall constitute a life directorship.*

The payment of \$100 at one time, or by installments within five years, shall constitute a life patronship.*

*[A certificate shall be given at the time of payment in full, but this certificate shall not exempt from annual dues.]

5. Life patrons shall be full members of the Board of Managers; life directors shall be advisory members of the same. Life patrons and life directors shall be full members, and life members shall be advisory members of the branch within whose bounds they reside. These privileges are accorded only to those who pay annual dues.

ARTICLE-IV.

Officers.

The officers of the local society shall consist of a president, a vice-president, a secretary, a treasurer, a secretary of literature, a secretary of thank-offering, and two or more collectors who shall be elected by ballot at the annual meeting in March.

ARTICLE V.

Executive Committee.

The officers of the society shall constitute the executive committee whose duty it shall be to supervise and plan the work of the society. They shall endeavor to interest and enlist every woman and girl in the church in the work.

ARTICLE VI.

Duties of Officers.

1. The president shall preside at all meetings of the society and supervise its general interests. She shall be ex-officio a member of every standing committee of the society, and present in writing a report of the work to each quarterly conference.

2. The vice-president shall co-operate with and aid the president in every possible way to carry out the plans of the society. She shall preside in the absence of the president or upon request.

3. The secretary shall keep a record of the proceedings of each meeting and the meetings of the executive committee. She shall keep a record of the names of the members, also a separate record of the names of the life members, life directors and life patrons. She shall send quarterly reports to the branch secretary which shall reach her not later than June 20, September 20, December 20, and March 20; also the annual report not later than March 20. She shall present a report in writing to the local society at each quarterly business meeting, and an annual report at the business meeting in March.

4. The treasurer shall receive all funds of the society and transmit the same, except the local contingent, to the branch treasurer. She shall submit quarterly reports to the branch treasurer which shall reach her not later than June 20, September 20, December 20, March 20, also the annual report not later than March 20, when the books of the branch treasurer close. She shall present a report in writing to the local society at each quarterly business meeting, also an annual report at the business meeting in March. She shall present in writing a report to each quarterly conference. Her books shall be audited annually.

5. The secretary of literature shall seek to create and foster an interest in missions by means of missionary literature, pictures, etc. She shall select and purchase missionary literature during the year, secure the largest number of subscriptions possible to

the Evangel, urge the use of a mission study course and be a member of the program committee.

She shall send quarterly reports to the branch secretary of literature which shall reach her not later than June 20, September 20, December 20, March 20, also the annual report not later than March 20. She shall present a report in writing to the local society at each quarterly business meeting and an annual report at the business meeting in March.

6. The secretary of thank-offering shall endeavor to carry out in the local society the plans suggested for this department. She shall urge the use of the thank-offering boxes. She shall send an annual report to the thank-offering secretary of the branch which shall reach her not later than March 20. She shall present a report in writing to the local society at each quarterly business meeting and an annual report at the business meeting in March.

7. The collectors shall visit the women of the church, solicit members, collect monthly dues, also special funds. They shall work under the direction of the treasurer, and shall pay all moneys to the treasurer before each quarterly business meeting. They shall present a report in writing at each quarterly business meeting.

ARTICLE VII.

Meetings.

The local society shall hold meetings once a month. The quarterly business meetings shall be held in June, September, December, and March, at which time the reports of officers shall be heard and the business of the society transacted. Necessary items of business may be transacted at any meeting.

The annual meeting shall be in March, at which time the officers, also three delegates and three alternates to the branch convention shall be elected by ballot.

SECTION IV.

CONSTITUTION.

CHAPTER OF THE OTTERBEIN GUILD.

ARTICLE I.

Name.

This society shall be called the _____ Chapter of the Otterbein Guild of _____ Church _____ Branch of the Women's Missionary Association of the Church of the United Brethren in Christ.

ARTICLE II.

Object.

The object of this society shall be to enlist young women in the cause of missions, to lead them to personal consecration, to disseminate missionary knowledge, and to raise funds to be applied to any work undertaken by this department of the Women's Missionary Association.

ARTICLE III.

Membership.

1. Any young unmarried woman may become a member by the payment of six cents per month, the annual total to be divided as follows: 60 cents to general fund, 12 cents to branch contingent.

2. The chapter shall provide for all expenses connected with the work of the chapter through a local contingent fund.

3. All members are invited to sign the covenant.

4. The payment of \$10 at one time or by installments within five years shall constitute a life membership.*

The payment of \$25 at one time or by installments within five years shall constitute a life directorship.*

The payment of \$100 at one time or by installments within five years shall constitute a life patronship.*

*[A certificate shall be given at the time of the payment in full, but this certificate shall not exempt from annual dues.]

5. Life patrons shall be full members of the Board of Managers; life directors shall be advisory members of the same. Life patrons and life directors shall be full members and life members shall be advisory members of the branch within whose bounds they reside. These privileges are accorded only to those who pay annual dues.

ARTICLE IV.

The officers of this society shall be a president, a vice-president, a secretary, a treasurer, a secretary of literature, a secretary of thank-offering, and two or more collectors, who shall be elected by ballot at the annual meeting in March.

ARTICLE V.

A patroness shall be elected by ballot at the annual meeting. She shall be a member of the local society if one exists, otherwise any missionary leader, and shall be an advisory member of the executive committee of the chapter.

ARTICLE VI.

Executive Committee.

The officers of the chapter including the patroness shall constitute the executive committee whose duty it shall be to supervise and plan the work of the chapter. They shall endeavor to interest and enlist all the girls and young women in the church in the work. The president shall be chairman of this committee.

ARTICLE VII.

Duties of Officers.

1. The president shall preside at all meetings of the chapter and supervise its general interests. She shall be ex-officio a member of all standing committees of the chapter and shall present in writing a report to each quarterly conference.

2. The vice-president shall co-operate with and aid the president in every possible way to carry out the plans of the chapter. She shall be a member of the program committee and shall preside in the absence of the president or upon request.

3. The secretary shall keep a record of the proceedings of each meeting and the meetings of the executive committee. She shall keep a record of the names of the life members, life directors, life patrons. She shall send quarterly reports to the branch secretary of Otterbein Guild, which shall reach her not later than June 20, September 20, December 20, and March 20, also the annual report not later than March 20. She shall present a report in writing to the chapter at each quarterly business meeting and an annual report at the business meeting in March.

4. The treasurer shall receive all funds of the chapter and transmit the same except the local contingent to the branch treasurer. She shall submit quarterly reports to the branch treasurer which shall reach her not later than June 20, September 20, December 20, March 20, also the annual report not later than March 20, when the books of the branch treasurer shall close. She shall present a report in writing to the chapter at each quarterly business meeting, also an annual report at the business meeting in March. She shall present in writing a report to each quarterly conference. Her books shall be audited annually.

5. The secretary of literature shall seek to create and foster an interest in missions by means of missionary literature, pictures, etc. She shall select and purchase missionary literature during

the year, secure the largest number of subscriptions possible to the Evangel, urge the use of the Bible and mission study courses, and be a member of the program committee.

She shall send quarterly reports, also an annual report to the branch secretary of literature which shall reach her not later than June 20, September 20, December 20, March 20, also the annual report not later than March 20. She shall present a report in writing to the chapter at each quarterly business meeting and an annual report at the business meeting in March.

6. The secretary of thank-offering shall endeavor to carry out in the chapter the plans suggested for this department. She shall urge the use of the thank-offering boxes. She shall send an annual report to the thank-offering secretary of the branch which shall reach her not later than March 20. She shall present a report in writing to the chapter at each quarterly business meeting and an annual report at the business meeting in March.

7. The collectors shall visit the girls and young women of the church, solicit members, collect monthly dues, also special funds. They shall work under the direction of the treasurer and shall pay all moneys to the treasurer before each quarterly business meeting. They shall present a report in writing at each quarterly business meeting.

ARTICLE VIII.

Meetings.

The chapter shall hold a regular meeting once a month. The quarterly business meetings shall be held in June, September, December and March, at which time the reports of the officers shall be heard and the business of the society transacted. Necessary items of business may be transacted at any meeting.

The annual meeting shall be held in March at which time the officers, also two delegates and two alternates to the branch convention shall be elected by ballot.

Hand Book

The Women's Missionary Association is the national missionary organization of the women and girls of the Church of the United Brethren in Christ. It was organized at Dayton, Ohio, October 22, 1875. The headquarters of the Association are in Dayton, Ohio, 406-408 Otterbein Press Building.

By the terms of the constitution, the Association is under the direction of the General Conference, and submits quadrennial reports to that body. Since the General Conference in 1909, it works in co-operation with the Home Missionary Society and the Foreign Missionary Society of the Church. It is represented by one-third of the members of these Boards and their executive committees. These representatives are chosen from and by the trustees of the Association.

NATIONAL ORGANIZATION.

The organization includes a Board of Managers, a Board of Trustees, Annual Conference Branch Organizations, local societies, and chapters of the Otterbein Guild.

THE BOARD OF MANAGERS.

The Board of Managers consists of the Board of Trustees, the editor of the Evangel, the secretary of the Otterbein Guild, secretary of literature, the field secretary, the secretary of thank-offering, life patrons, the presidents of conference branches if present, and three delegates from each branch.

The Board meets biennially. It receives and passes upon the biennial reports of the general officers, the branch organizations, and the mission fields, decides upon new plans of work, and makes appropriations to the mission fields. It elects a board of nine trustees, the secretary of Otterbein Guild, the secretary of literature and secretary of thank-offering.

The Board has the following salaried officers: the general secretary and treasurer (these offices are usually held by one person), the secretary of the Otterbein Guild, and the field secretary,

who give their entire time to the work. The salary of the editor of the Evangel is provided from the proceeds of the Evangel.

BOARD OF TRUSTEES.

The Board of Trustees consists of nine members, six of whom live in or near Dayton, Ohio, and form the executive committee. (See General Constitution, Article IX.)

THE OTTERBEIN GUILD.

The Otterbein Guild is the young women's department of the Women's Missionary Association. The first constitution for this department was adopted in 1883. A number of societies were organized and in 1908 it was constituted a distinct department and a secretary was elected. It was known as the Young Women's Department of the Women's Missionary Association until 1913 when the name was changed to Otterbein Guild of the Women's Missionary Association.

(For detailed information see page 47.)

THE LITERATURE DEPARTMENT.

This department was organized in 1908. Through its general literature committee it provides the literature for the association and is responsible for the circulation of the Evangel. Catalogues of literature and supplies may be obtained free at 407 Otterbein Press Bldg., Dayton, Ohio.

(See General Constitution, Article XV.)

THE THANK-OFFERING DEPARTMENT.

This department was organized in 1915. Its name expresses its purpose for and in our missionary activity and life. Its object is to have a thank-offering box used by every woman and girl in the Women's Missionary Association. The boxes may be obtained from the general secretary, 407 Otterbein Press Bldg., at five cents per dozen. Send money with order.

THE EVANGEL

The official magazine of the Association is the Evangel, which is published monthly. It gives interesting news and accounts of the work being done in our six mission fields, letters from the missionaries of the Church, together with plans and policies of the

Board, branches, local societies and chapters of the Otterbein Guild. It is the one medium of information and is absolutely essential to every society and member that would be efficient. It is impossible to keep in touch with our missionary work without being a reader of the Evangel. It is attractively illustrated, presenting the departments of missionary work, medical, educational, industrial and evangelistic, in an appealing way.

The Evangel is the only missionary paper of the Church, and therefore, justly claims the right to be in every United Brethren home.

The subscription price is fifty cents per year with one premium subscription for every ten paid subscriptions. The securing of subscriptions belongs to every member of the Association, but more particularly to the local secretaries of literature upon whom the increasing of its circulation largely depends. Subscriptions should be sent to the editor of the Evangel, 407 Otterbein Press Building, Dayton, Ohio.

BRANCH ORGANIZATION.

The conference branches composed of the missionary societies within the bounds of the conferences are in close touch with the Board and receive from it general policies and plans. These policies and plans, with others suggested by branch officers, should be given to a Plan of Work committee who will formulate them and present them to the branch convention to be passed upon. These plans are then put into operation in the local societies and chapters in the branch, thus developing, strengthening and unifying the work.

Each branch holds an annual convention which is composed of three delegates from each local society and two delegates from each chapter of the Otterbein Guild, life patrons and life directors. Life patrons and life directors should be given credentials certifying that their annual dues have been paid. It receives and passes upon reports, plans the work for the new year, decides its pledge to the Board and elects the delegates to the biennial meeting of the Board of Managers.

(See Branch Constitution, Art. VII, Section II.)

EXECUTIVE COMMITTEE.

The branch executive committee should meet soon after the annual branch meeting, outline definite plans for the year and

send them to the societies as goals to be reached. It can do much in helping to arouse and to maintain an earnest missionary spirit throughout the branch and growing belief in the power of prayer. Members of the committee should make the officers in the societies feel that they have a personal interest in them and their work.

The constitution provides that each conference shall be divided into two districts which shall be under the supervision of the two branch vice-presidents. With the assistance of the conference superintendent, these districts may be sub-divided into groups and a woman in each group appointed to serve as group leader.

Each member of the committee should have a directory of the names and addresses of all the officers of each local society and chapter in the branch. This list, corrected each year, is a great help. The directory should contain names and addresses of key women and girls at each point in the conference where there is no organization.

HINTS TO BRANCH OFFICERS.

PRESIDENT AND VICE-PRESIDENTS.

The president should counsel with the two vice-presidents and share with them the supervision of societies and churches. The vice-presidents should be responsible for bringing the societies in their districts to the highest efficiency. They should be responsible for organizing new societies and they also have charge of the membership at large.

(See page 44.)

In order to make themselves most efficient, the president and vice-presidents should be familiar with the conditions in each local society and chapter in the branch, their membership, growth and interest in the work. The officers should at all times keep in touch through correspondence with all societies in the branch and if possible have the weaker ones visited some time during the year.

The branch president should have a blank book, devoting several pages to each society. The names and addresses of officers may be entered, the time of meeting, number of members, and other facts about the society. Details may be added during the year. Such a book kept from year to year and passed on to her successor in office would be invaluable. Through the copies of the quarterly and annual reports which the president receives from the

branch secretary, the Otterbein Guild secretary, the secretary of literature, secretary of thank-offering and the treasurer, she will be able to form an estimate of the condition of each society and know what phases of its work need strengthening.

SECRETARY.

The secretary should record the minutes of the branch convention and the executive committee meetings, keep an accurate list of local societies and their officers, with addresses.

She should send out the quarterly and annual report blanks to the secretaries of local societies. The reports received should be kept on file for reference. It is often difficult to secure the prompt return of reports, but perseverance and a liberal use of postal cards will bring results.

She should mail her quarterly reports in time for them to reach the general secretary not later than June 29, September 29, December 29, March 29, and an annual report not later than March 29. A copy of these reports should be sent to the branch president and a copy kept on file for reference.

A comparison of these reports will show where help is needed, will give an opportunity for letters to individual societies, and will make the work more effective.

She should secure from the other branch officers the data necessary for checking up the Standard of Excellence for each local society and chapter.

All records should be passed on to her successor in office.

TREASURER.

The branch treasurer should keep all accounts in an orderly and permanent form so that they will always show clearly the condition of the treasury.

She should send the quarterly and annual report blanks to the treasurers of the local societies and the chapters. She can do much toward securing regular contributions from them. When funds are received after the regular day, they should be held until the next quarter. Remember the ideal is not reached until every treasurer sends funds to the branch treasurer for the general work and branch contingent, quarterly, and sends the report on time; and until all moneys (except branch contingent and free literature fund) are sent in dollars only and no cents, and so reported to the general treasurer.

She should make her payments to the general treasurer quarterly so that they will reach her not later than June 29, September 29, December 29, March 29. These should be accompanied with an itemized report of the societies arranged alphabetically on the blanks provided. An annual report should be sent with the quarterly report in March.

The reports of the chapters of the Otterbein Guild and of the Junior societies should be on separate sheets. Also the free literature fund should be listed on a separate sheet and the money sent to the general treasurer in a separate check (small amounts may be sent in stamps). A copy of these reports should be sent to the branch president and another to the branch Otterbein Guild secretary and a copy kept on file for reference.

She should pay bills only on order of the president, signed by the secretary; and her books should be audited at the end of the year. All records should be passed on to her successor in office.

SECRETARY OF LITERATURE.

(See Branch Constitution Article VI, Section VI.)

The branch secretary of literature should keep an accurate list of local societies and chapters with the names and addresses of the secretaries of literature to whom she should send quarterly and annual report blanks. She should keep a worker's outfit (a) a file of Evangels, particularly the Literature and Board Meeting numbers; (b) a book in which to preserve reports of the literature secretaries, record the number of pieces of mail (postals, letters and packages) sent out, and note other items for the annual report; (c) a file of all letters, important for reference, (d) leaflets, report blanks, etc.

She should mail her quarterly reports in time for them to reach the department secretary of literature not later than June 29, September 29, December 29, March 29. A copy of each report should be sent to the branch president, another to the branch secretary of Otterbein Guild and a third copy kept on file for reference.

At the branch convention she should arrange for and have charge of the sales table, which should be in a conspicuous place and made attractive with signs and posters. Leaflets classified and prices memorized save time in making sales. A note book and pencil should be at hand for taking literature orders. The sales table affords a good opportunity to learn the needs of the

people and to supply those needs. She should have a few minutes on the program to advertise the table of literature. Describing leaflets often helps sales. It is a good plan to have on the sales table a special leaflet on the topic most discussed on the program. A conference with literature secretaries is helpful.

All records should be passed on to her successor in office.

SECRETARY OF THANK-OFFERING.

While this department is primarily a means of spiritual development, the branch secretary of thank-offering should be systematic in keeping records and diligent in urging each local society and chapter to appoint a secretary of thank-offering. She should not be satisfied until every thank-offering secretary reports a box used in every home and a thank-offering meeting observed in every local society and chapter.

She should send the annual report blanks to the thank-offering secretaries in local societies and chapters. She should send an annual report to the department secretary of thank-offering so that it reaches her not later than March 29. A copy of this report should be sent to the branch president, another to the branch Otterbein Guild secretary and a third kept on file for reference.

SECRETARY OF OTTERBEIN GUILD.

The branch secretary of Otterbein Guild has direct supervision of the chapters in her branch. If at all possible, she should visit each chapter once during the year. Any evidence of lack of interest or of discouragement should be reported to her at once by the secretary of the chapter. She should always be on the alert, watching for opportunities to organize new chapters as well as to strengthen those already organized and make every possible effort to avoid the disbanding of a chapter.

She should send the quarterly and-annual report blanks to the secretaries of the chapters. She should send to the department secretary of Otterbein Guild quarterly reports so that they reach her not later than June 29, September 29, December 29, March 29, and an annual report not later than March 29. A copy of each report should be sent to the branch president and a third kept on file for reference.

She will find it helpful to keep a record of all churches in the conference with names of pastors noting those churches which have Otterbein Guilds, also where there is a possibility of organiz-

ing. She should keep a list of key girls in each church through whom she can work in effecting and continuing an organization.

HINTS TO OFFICERS IN LOCAL SOCIETIES AND CHAPTERS.

PRESIDENT AND VICE-PRESIDENT.

The president has general supervision of the work of the society. The model president does not do all the work herself, but counsels frequently with her executive committee, dividing with them the responsibility.

If the society is very large, the members may be grouped in four or more divisions. Each division then is responsible for raising its part of the special funds. It is almost impossible for a president or executive committee to keep a hundred or more women actively at work. If this plan is followed, the entire society will of course come together for the monthly meetings, but each of these divisions can have many little affairs of its own when it would be impossible to have a meeting of the entire society.

The president should call a meeting of the executive committee very soon after the annual business meeting in March, when they appoint the program committee, divide the names of members among the collectors, and consider plans for the work of the new year.

The president will find it helpful to have a small notebook, in which can be kept—

- (a) The names and addresses of the members.
- (b) The names and addresses of all women in the church, adding to it as new women join. Personal invitations or notes sent to these women will frequently arouse interest.
- (c) Order of exercises for each meeting.
- (d) Personnel of committees etc.

She should keep for ready reference a copy of the constitution, *printed programs, handbook, parliamentary rules, Standard of Excellence, letters or bulletins from branch officers, reports of the secretary, treasurer, secretary of Otterbein Guild, secretary of literature and secretary of thank-offering.

The president is a member ex-officio of all committees.

No matter at what time of the year the society was organized, the quarters of the fiscal year of the branch end, so far as reports and money are concerned, June 20, September 20, December 20, and March 20.

The president is responsible for having the officers fill out quarterly reports promptly so that they may reach the branch officers not later than June 20, September 20, December 20, March 20.

The vice-president should preside in the absence of the president or upon request and may serve on the program committee.

*This printed program for the year may be obtained from the Literature Department, 407 Otterbein Press Building, Dayton, Ohio.

B'S FOR THE PRESIDENT.

Be on time.

Be regular in attendance.

Be prepared.

Be prayerful.

Be consecrated.

Be tactful.

Be enthusiastic.

Be optimistic.

Be business-like in putting questions, accepting reports, etc.

Be willing to attempt what others may call the impossible.

Be careful to put ten women to work rather than do the work of ten women.

SECRETARY.

The secretary should keep a roll of the members, an accurate record of each meeting of the society and of the executive committee.

She should keep a separate roll of paid up life members, life directors and life patrons and report to the branch secretary those who are paying dues as "Active Life Members, Active Life Directors, or Active Life Patrons," and those not paying annual dues as "Honorary Life Members, Honorary Life Directors or Honorary Life Patrons."

She should attend to all correspondence promptly.

She should answer accurately every question on the quarterly and annual report blanks.

She should send the quarterly reports to the branch secretary in time to have them reach her not later than June 20, September 20, December 20, March 20 and the annual report with the quarterly report in March. She should keep a copy of each report for reference.

The name of the church should be given without fail on each report for there may be more than one church in the city or on the charge. She should give her full address each time.

On the annual report she should give the names and addresses of all officers, giving street and number when needed.

She should read to the society all letters that have been received from the general and branch officers.

The duties of the secretary of a chapter are the same as those of the secretary of a local society except that she sends all reports to the branch secretary of Otterbein Guild.

All records should be passed on to her successor in office.

TREASURER.

The treasurer should keep an accurate record of all money received and disbursed and her accounts should be audited annually. She should pay bills only on order of the president, signed by the secretary.

A written report should be given to the society at each quarterly business meeting of all money received and disbursed.

All money should be paid to the treasurer at least a day before the business meeting, so that she may have time to prepare her written report.

She should fill out the blanks furnished her, always giving the name of the church and her own name and address and mail them with her quarterly payments so that they will reach the branch treasurer not later than June 20, September 20, December 20 and March 20; and with the report in March she should enclose the annual report. The dues must always be placed in the general fund. If any other money is given, the treasurer should always indicate in her report for what field and special work it is intended. She should keep a copy of each report for reference.

All moneys except the branch contingent and the free literature fund should be sent to the branch treasurer in dollars only and no cents in order that the society and branch may have credit on the Standard of Excellence.

If no receipt is received within a week, she should send the branch treasurer a card or letter of inquiry.

Money should always be sent by draft, check, or post-office money order. No money should ever be sent in a letter unless it is registered.

Receipts should all be kept on file. They may be pasted with a duplicate copy of each report in the treasurer's book.

One-fourth of the amount due from the society for the branch contingent fund and one-fourth of the pledge should be sent each quarter if possible.

The treasurer should hold the life membership, life directorship and life patronship notes, crediting each payment on the back of the note. When the final payment is made, the note should be given as a receipt in full. The name as it is to appear on the certificate should be sent to the general secretary, 407 Otterbein Press Building, Dayton, Ohio, and a certificate will be forwarded. All life memberships, life directorships and life patronships, when paid in full, should be reported to the secretary for her permanent record.

All records should be passed on to her successor in office.

THE SECRETARY OF LITERATURE.

The secretary of literature should consider the securing of Evangel subscriptions as most important among her duties. She should have a note book in which she has a list of the subscribers to the Evangel and the dates of expiration. She should also keep a list of all the other women and girls in the church and should try frequently to interest them in the Evangel. To be successful there must be much prayer and earnest work. She should, of course, herself be an Evangel subscriber and should keep her Evangel file intact. She should be so thoroughly familiar with the Evangel that she can show it to be a necessity to the missionary worker, an inspiration to a Christian, a comfort to a mother, entertainment and instruction to the children, an aid to Junior workers, and a great mine of information and inspiration to every one. She should not be easily discouraged. She should send to the editor, 407 Otterbein Press Bldg., for sample copies to loan or for free distribution, seeking constantly to gain new subscribers. In sending renewals which if possible should be sent in a month before the subscriptions expire, she should give the same name and initials as were given when the subscription was sent the first time. If a subscription is sent one year for Mrs. Anna Brown and the next year for Mrs. John Brown those having charge of the mailing list at the office will not know whether it should be entered as a new subscription or a renewal.

Indistinct writing, incomplete addresses, and lack of uniformity in reporting names are responsible for many delays in the delivery of the Evangel. The secretary of literature should report to the editor at once when any subscriber fails to receive the paper and not wait until several months have elapsed. A thorough canvass for subscriptions should be made at least once a year—during the last two weeks in October, if possible. The ideal is not reached until the Evangel is in the hands of not only every member of the missionary society but in every United Brethren home. In large societies, the secretaries of literature may have from one to five or more assistants.

She can also obtain free a copy of the catalogue of literature and supplies, 407 Otterbein Press Bldg. From local contingent fund or some other source, she should buy leaflets and see that they are systematically distributed and read. She may send out leaflets among the ladies of the church in an envelope on which is written a list of names. Each one, after reading, is to pass it on to the next. The leaflets may be enclosed in another envelope inside, daintily decorated, or they may be tied into a booklet with a lavender or purple ribbon or cord. In estimating the pages read by members, all missionary books and periodicals are included as well as leaflets. Frequently a contest in reading is stimulating. The Literature Department of the Evangel will keep the secretary in touch with the latest suggestions.

She should send quarterly reports to the branch secretary of literature in time to have them reach her not later than June 20, September 20, December 20, March 20, and the annual report not later than March 20. She should keep a copy of each report for reference. The name of the church should be given without fail on each report, for there may be more than one church in the city or on the charge. She should give her full address each time. All records should be passed on to her successor in office.

THE SECRETARY OF THANK-OFFERING.

The secretary of thank-offering should have a list of the members of the society. Names should be written on the boxes and each member provided with a box at the beginning of the year in April. Members should be urged to note their blessings great and small by dropping offerings into their boxes. New members should be given boxes at once.

She should have charge of the thank-offering meeting in February at which time the boxes are opened. If members are absent from this meeting, they should be visited after the meeting and the boxes collected so that the whole amount of the thank-offering may be turned in to the treasurer before the March business meeting. The treasurer includes this with her fourth quarterly remittance to the branch treasurer.

She should send an annual report but no funds to the branch thank-offering secretary in time to have it reach her not later than March 20. The name of the church should be given without fail on the report, for there may be more than one church in the city or on the charge. She should always give her full address. All records should be passed on to her successor in office.

Thank-offering boxes may be secured from the Literature Department, 407 Otterbein Press Bldg., Dayton, Ohio, at 5 cents per dozen, and not from the branch or department secretary of thank-offering.

THE COLLECTORS.

Among the most important officers of a local missionary society or chapter of the Otterbein Guild are the collectors. They must be well informed, tactful, spiritual; for they are to represent the missionary work to the members and also represent the state of the membership to the society. They are the peacemakers, the boosters, the reporters (with never a tinge of gossip) of the feelings and interest or lack of it, on the part of the individual. In a word they are the whole-year-round campaigners for the whole society,

They are elected at the annual business meeting in March. As a rule it will be a good plan to have one collector for every 12 or 15 members. This will not make the work burdensome for a few. Together with the treasurer, they may form the finance committee of the society.

The society should furnish them with carefully selected leaflets to be given to those who are not interested in missions. They should learn whether the lack of interest is due to antagonism, indifference, or ignorance and then fit the leaflet to the individual case.

They should be furnished with blank books ruled like the treasurer's book, in which they record each quarter all money received. They should prepare itemized reports of visits made and

money collected and give to the treasurer at least the day before the business meeting so that she may have time to prepare her written report. They should keep copies of the reports which should be read at the quarterly business meeting.

HINTS TO COMMITTEES.

Committees can do their most thorough and effective work if they meet regularly.

EXECUTIVE COMMITTEE.

The executive committee is composed of all the officers of the society. The patroness of the chapter of the Otterbein Guild may be an advisory member. It should meet regularly to confer about the work of the society; pray about it; try to extend its influence and enlarge its membership; check up each quarter on the Standard of Excellence; and plan how to strengthen the society on the points it has failed to attain. It should be thoroughly familiar with the constitution and handbook.

The executive committee may appoint all the standing committees of the society.

If an extension committee has not been appointed, the executive committee should have charge of this work of securing new members and retaining old ones. Remember that the collectors are in a position to supply much valuable information for this extension work. For details see Membership or Extension Committee, below.

Do not fear a multiplicity of committees, provided that all members can thus be given distinct tasks, taking care to group the women so that they may work together congenially.

MEMBERSHIP EXTENSION COMMITTEE.

This committee may be appointed either by the president or the executive committee. The most tactful, the most friendly, the best informed, the most spiritual women or girls in the society should compose it. They carry on a campaign the year round, for securing new members and for enlisting women and girls who are only nominal members in the active work of the society. They should make friendly calls upon the new women and girls coming into the church and see to it that they are made to feel at home and are invited to the regular meetings of the society. It would be profitable after each meeting to divide the names of

the absent members among the committee who should call upon them, learn in a kindly way the reason for their absence, and make them feel that they were missed.

FINANCE COMMITTEE.

The finance committee may be composed of the treasurer, the collectors, and the president, the latter as a member ex-officio. This committee should outline plans early in the year for meeting the financial pledge of the society in full. This matter should not wait until the last quarter of the year. This committee should be alert in securing tithers and urging proportionate and systematic giving.

PROGRAM COMMITTEE.

This very important committee should consist of three members, the vice-president, perhaps acting as chairman, secretary of literature (See constitution of local society page 12) and a third member appointed by the president. This committee is responsible for the programs for the missionary meetings and should see that each one who is to have part on the program is notified at least a month before the meeting and also that such material, as will aid her in preparing her part, is placed in her hands. Be definite in making assignments. Outline the points to be emphasized and give time limit. The program ought never to be crowded or mixed or too long. If so, it will be tiresome and confusing. Good missionary meetings do not just grow. They are the results of hard work and earnest, intelligent, prayerful planning.

The suggestive programs prepared by the general literature committee may be obtained from the Literature Department, 407 Otterbein Press Building, Dayton, Ohio. In any case, whatever programs are adopted should be prepared in advance and either printed, typewritten or written by hand and a copy given to each member of the society.

In the monthly meetings a large use should be made of current missionary news from the Evangel, the Watchword, the Religious Telescope, and other periodicals and missionary books. The programs may be interspersed with missionary stories book reviews, exercises, map drills, etc. These maps as well as pictures of the missionaries may be obtained from the Literature Department, 407 Otterbein Press Building, Dayton, Ohio. Scarcely any other department of the work affords such a wide range for the exercise

of originality and ingenuity. The Home Workers, the Literature, and Otterbein Guild Departments of the Evangel furnish valuable suggestions to this committee.

Members of the program committee can not realize too keenly their great opportunity for contributions to the interest and growth of the society. Except in unusually large societies, every member should have a place on the program at least once during the year. Frequently non-members should be invited to furnish a number of the program, as a means of interesting them in the work.

The February meeting is the annual thank-offering meeting, at which time the thank-offering boxes should be opened. In some societies it has been helpful and interesting for the members to give their experiences and recall the blessings for which they have been thankful during the year. The offering should be forwarded by the local treasurer to the branch treasurer with her fourth quarterly report. Special leaflets could be used in the program for that day.

The meeting in October should be observed as the annual Literature Day, setting forth the need of good missionary literature and inspiring the workers for the campaign for Evangels during the remainder of the month—October.

How observe Literature Day, is often asked. With decorations of autumn leaves and Evangels, addresses or papers on one or many lines of literature work, the reading of a missionary story, with a sale of missionary literature and taking subscriptions for the Evangel, the day is made to emphasize the need and helpfulness of our missionary literature. Some prefer to make it a public day in the church after the order of Woman's Day. Either method is good.

ADVERTISEMENT COMMITTEE.

This committee may be composed of two members and should work in harmony with the program committee. In this day of various meetings of many organizations, a casual announcement from the pulpit on Sunday morning is not sufficient. Members and non-members need to be constantly reminded of the time and place of meeting, and urged to attend either by a personal call, by an invitation given over the telephone, by means of a card or note dropped in the post-office, or by attractive posters in conspicuous places. Suggestions for posters and invitations may be secured along with the prepared programs. It might be wise to have a

member of the program committee serve as chairman of the advertisement committee. The committee need not do all this work every month, but they should see to it that it is done. Occasionally, the members and non-members might be divided into groups, the advertisement committee appointing one person to be responsible for each group. This committee may also have under its care the posting of the program in a conspicuous place in the church. For further suggestions see "Hints to Leaders."

CAMPAIGN COMMITTEE.

In some societies the membership committee may have charge of the special campaign each year for new members and new Evangel subscribers. In other societies a special committee should be appointed to organize and direct the forces of the society at this important time. Each year suggestions for this campaign committee are given either in the Evangel or in letters from the general secretary and the department secretary of Otterbein Guild. (See Campaign, page 42.)

REGULAR MEETINGS.

1. THE MONTHLY MEETINGS.

This is the center around which all the work of the society revolves.

It should be held the first or second week of each month in order that reports from local officers may reach the branch officers not later than June 20, September 20, December 20, and March 20.

The date of the meeting should never be changed except for very important reasons.

2. THE BUSINESS MEETING.

The June, September, December, and March regular meetings are the quarterly business meetings when reports in writing should be presented by the secretary, treasurer, secretary of literature, thank-offering secretary, collectors, and chairmen of all committees.

At the meeting in September plans should be made for Woman's Day the last Sunday of October, also for the fall campaign for new members and new subscribers to the Evangel.

At the annual business meeting in March, reports for the year should be given by all officers and chairmen of committees. Reports should be full and yet to the point. Officers should be elected, also three delegates and three alternates to the branch meeting.

the local society and two delegates and two alternates from the chapter of the Otterbein Guild. The pledge for the new year should be decided upon. (See Funds page 36).

When both the president and vice-president are absent, the secretary or treasurer should call the meeting to order and a member present should be elected president pro tem.

ORDER OF BUSINESS.

Meeting called to order by President.
Devotional Exercises.
Roll Call.
Reading and approval of minutes.
Report of Secretary.
Report of Secretary of Literature.
“ “ “ “ Thank-offering.
“ “ Collectors.
“ “ Treasurer.
“ “ Committees—Executive.
Program.
Membership.
Advertisement.
Campaign.
Finance.
Unfinished business.
New business.
Appointment of special committees.
Program.
Closing Prayer.
Adjournment.

SUGGESTIONS ON THE ORDER OF BUSINESS.

The executive committee should bring to the quarterly business meeting a report of all meetings held during the quarter.

Under unfinished business will come reports of committees appointed at the last meeting, or the completion of any business under consideration but not passed upon at a previous meeting.

Under new business will come consideration of any new plans proposed by the president, executive committee, or any member. Any special message that may have come from the Board or branch officers should be considered at this time.

It is often best to refer work to committees. These are usually appointed by the president, and, except in cases where great deliberation is needed, three members are sufficient, of which the one named first is usually chairman and should call the committee together.

MOTIONS.

- All business should be brought before the society by a motion. When a member makes a motion it should not be debated or acted upon until it has been seconded.

When a motion is seconded, the president should distinctly state the emotion and say, "Are there any remarks?" If no remarks are offered, then the president should put the question thus: "All who are in favor of the motion will say 'Aye'." When those in favor have voted, the president should say, "All who are opposed will say 'No'" and should then announce that the motion is carried or lost, as the case may be. If there are any remarks, the above questions should be put as soon as the debate closes. For further rules see "Robert's Rules of Order" which may be secured at the U. B. Publishing House, or any book store, or Lillian Cole-Bethel's Question Book of Parliamentary Law, for sale in the Literature Department, 407 Otterbein Press Building, Dayton, Ohio.

When the minutes of the regular meetings have been read, the president should say, "Are there any corrections to the minutes?" After waiting a moment, if there are no corrections, she then announces, "The minutes stand approved as read." If there are any errors in them, this is the time for corrections. She then says, "The minutes stand approved as corrected."

HINTS TO LEADERS.

If some special mission field is to be studied, have a map talk showing the location of mission stations, use photographs of missionaries, native pastors, teachers, and mission teachers, pictures of buildings, curios, all of which bring a country vividly before the women and deepen the interest. Many of these pictures may be taken from the Evangel. Photographs of missionaries, pictures of buildings, and maps of our mission fields may be secured from the Literature Department, 407 Otterbein Press Building.

Let the devotions be brief and pointed. Have an aim for each meeting. The Scripture lesson, every prayer, every song, every talk, should emphasize the same theme. Always have definite

prayer for the field considered, for the missionaries, for any other work for which the society is pledged, and for the Woman's Board that its work may be effective. Let those who are to pray be asked some time before so that they may come to the meeting in the spirit of prayer.

Begin and close promptly.

The leader may well devote time to the reviewing of the hymn book used by the society and the choosing of appropriate hymns. All hymns of faith, courage, and consecration are essentially missionary.

Occasionally have some one dress in costume and tell of the life of women in the country she represents. This talk should be given in the first person.

A missionary story that harmonizes with the theme for the day makes an interesting feature now and then.

A talk, even if the voice trembles, often has greater influence than eloquent speeches.

Make each meeting a special meeting so that the women who attend will feel more keenly their responsibility; will be more ready to give, to serve, and to pray.

Avoid ruts. Vary your meetings with addresses, symposium, travelogues, impersonations, pageants, etc.

A clever leader will find that the Wonder Box will afford an opportunity for many women to have a part in the program. For further suggestions see program and advertisement committee.

MISSION STUDY.

The Board each year selects two mission study books, one home and one foreign and each society makes its own choice of the two books. These books are published under the auspices of interdenominational committees and are used by the women's societies of all churches. Such a study is important in arousing and maintaining general missionary interest, not only in the mission fields of our own church, but also in giving to the women a vision of the uncompleted task before the whole Christian church.

These books are generally ready for distribution in the early summer which enables societies to begin the study in the fall.

FUNDS.

Any woman or girl may become a member of a local society

by the payment of ten cents per month. (See constitution for local society.)

Any young unmarried girl may become a member of a chapter of the Otterbein Guild by the payment of six cents per month. (See constitution for chapter.)

A new member begins to pay dues the month in which she joins the society.

On the treasurer's report blank, the dues must always be placed in the general fund; the Woman's Day offering and the thank-offering in the columns designated for those two funds. All other money except branch contingent and free literature may be given to any field or fields.

All money except the local contingent is sent to the branch treasurer quarterly. Each fund except the branch contingent and free literature fund should be sent in dollars only and no cents.

Dues, all money for support of work in our different fields, Woman's Day offering, and thank-offering may count on the pledge to the branch. After April 1918, the thank-offering will be over and above the pledge.

Do not send money direct to the missionaries nor to conference with the pastor. No credit for such money can be given the society on the books of the branch or general treasurer. Neither should outside appeals be allowed to diminish the offerings to the regular work of the church. Each woman must recognize her personal obligation to the work supported by the Association and at the same time, the money raised by the society should never interfere with the regular contributions of the women for missions through the local church.

While a woman may be a member of a local society by paying 10 cents per month and a girl a member of a chapter by paying six cents per month, we would urge each one to contribute to the Woman's Day fund, the thank-offering, and make definite offering to the various fields. An effort may be made to secure, at the beginning of the year, a pledge from each member of the society to be paid each month or each quarter. Every woman ought to be given an opportunity to contribute whether she is able to attend the meetings or not.

The general fund is used to pay the expenses of administration: that is, the salaries of the general secretary and treasurer and department secretary of the Otterbein Guild, field work, printing, office supplies, postage, clerical help, traveling expenses of trustees

and officers to Board Meeting. It also supplements the amounts received for work in the United States, Africa, China, Japan, Porto Rico and the Philippine Islands.

The Woman's Day offering each year is designated by the Board for some particular work.

Heretofore, individuals and societies have sometimes contributed special money for the support of an individual student in some school in a mission field. However the Board and the missionaries are very anxious that boys and girls in the mission schools shall pay at least a part of their own tuition, thus bringing the school as rapidly as possible to a self-supporting basis. For this reason, we ask that individuals and societies making special gifts, apply them to a scholarship in a school rather than to the support of an individual student in that school.

This does not take away from the giver the privilege of contributing to any particular mission field or fields, to the support of a mission station, or to a certain department of the work, such as medical, industrial, etc. (For detailed suggestions see leaflet—"What My Money Will Do" published by Literature Department, 407 Otterbein Press Building.)

BRANCH CONTINGENT.

This fund is used for the purpose of developing the work within the branch itself, and does not go for mission work directly. Weak societies must be strengthened, new societies organized, and institutes held. This calls for travel, for a vast amount of writing by the branch officers, and the distribution of literature. To do this work the branch must have ample funds to meet its expenses. This fund is also used to pay the expenses of the branch convention, secure speakers, print programs, etc. It is further used to pay expenses of the three delegates to the biennial Board Meeting. This fund should be sent quarterly to the branch treasurer and need not be in dollars only. This money cannot be applied on the pledge either of the society or the branch.

LOCAL CONTINGENT.

This fund is used for local expenses and is kept in the local treasury. It may be used to pay for programs, send delegates to branch convention, buy literature and supplies, etc. Each society is left to decide its own method of raising this fund which need not be large.

FREE LITERATURE FUND.

This fund is to pay for the leaflets which are being distributed without cost, such as the prayer cycle, catalogues of literature and supplies, Standard of Excellence, leaflets for officers, and leaflets that are used in organizing and in getting new societies started. In organizing new societies, the officers must be furnished with instruction and information for their untried work. For this purpose, a budget of various helps is sent out free to the president of every new society.

Each local and chapter is asked to take an offering at the literature meeting in October which is to be sent by the treasurer to the branch treasurer and designated for the free literature fund. This money cannot be applied on the pledge either of the society or the branch.

MISSION FIELDS.

The mission fields of the church are the United States, Africa, China, Japan, Porto Rico and the Philippine Islands. Every society has the privilege of voting its funds other than the dues and the Woman's Day and thank-offering to any of these fields or among all of them.

LIFE MEMBERS, LIFE DIRECTORS, LIFE PATRONS.

Any person may become a life member by the payment into the society of ten dollars either in one payment or in five yearly payments of not less than two dollars each. This membership does not exempt from annual dues.

A life directorship certificate is granted for the payment of twenty-five dollars in installments of five dollars a year for five years. This membership does not exempt from annual dues.

A life patronship certificate is granted for the payment of one hundred dollars in installments of twenty dollars a year for five years. This membership does not exempt from annual dues.

Any of these may be paid in a shorter period of time, and either by the individual herself, a friend, or a group of friends. The person or persons making the payments have the privilege of designating in which mission field and for what work the money is to be used. No money raised by the society can be voted for this purpose.

A life director who is at the same time a member of a missionary society and is paying annual dues has the privileges of full

membership in the branch and may vote even though she is not an elected delegate to its annual meeting. A life patron who is annually paying dues into a missionary society is a full member of the Board of Managers with voting privileges at its biennial meeting, and also has full membership in the branch. When such members cease paying annual dues the above privileges are discontinued.

Persons not members of a missionary society, (that is, those not paying annual dues,) who pay for a life membership, life directorship or life patronship are counted on an honorary list and do not have voting privileges in the branch or Board.

Life members, life directors, and life patrons are counted and reported each year by the society of which they are paying members regardless of the place or society through which they made their payments.

Any one wishing to take out a life membership, directorship or patronship should sign one of the blank notes furnished free from the office. This note in no way binds her to continue payments should she find it impossible to complete the full amount. It is held by the local treasurer who credits each payment on the back of the note. When paid in full, the note is given to the woman making the payments as a receipt. The full name as desired on the certificate is then sent by the local treasurer to the general secretary, 407 Otterbein Press Bldg., Dayton, Ohio, who sends the certificate of life membership, directorship or patronship, as the case may be.

WOMAN'S DAY.

By the action of General Conference, the last Sunday in October of each year is designated as Woman's Day. The plans for the observance of the day are left to the local missionary society and the chapter of the Otterbein Guild. Where both these organizations exist, a joint committee may be appointed to plan and work out the details of the program and meeting.

The program for Woman's Day is published each year in the October issue of the Evangel. With it are published facts and material helpful in preparing addresses and papers.

The offering taken at this service goes into the Woman's Day fund. This fund is designated each year by the Board, usually for the erection of buildings needed on our mission fields or for equipment.

Printed envelopes for the offering are sent free each year to all societies. These should be placed in the hands of a committee for distribution among all members, at least a week preceding Woman's Day, with the understanding that the offering will be called for later by the committee, should any of the members be unable to attend.

The division of the offering between the local society and chapter of the Otterbein Guild can very easily be determined. The envelopes bear the names of the persons depositing them and can be readily sorted according to organizations. The loose offering should be equally divided.

Each society and chapter of the Otterbein Guild should without fail use this opportunity each year for publicly presenting the work.

DAY OF PRAYER.

Good Friday has been set apart by the Board as a Day of Prayer to be observed by every society. Its observance on or near Good Friday is made a requirement on the Standard of Excellence. A program for the meeting is published each year in the Evangel.

DAILY HOUR OF PRAYER.

All members are asked to remember in daily prayer the missionaries and the work of the Association. A prayer cycle is published giving names and special objects of prayer for each day. It may be secured free of charge from the Literature Department.

In some branches the women and girls form a league of intercessors whose members sign a prayer covenant.

GOALS—EXTENSIVE AND INTENSIVE.

The Board, realizing the imperative call to the women and girls for increased effort along all phases of Christian activity, has set the following goals for the quadrennium ending April, 1921.

Slogan—Greater Works.

Aim—"That the world may know."

Goals—27,000 women, 14,000 girls, 18,000 Evangelists, \$100,000.

Stronghold—"Without Me ye can do nothing."

In this quadrennium of "Greater Works," it is important to conserve carefully what was accomplished during the previous quadrennium of conquest. To this end, the first year is to be devoted

to educational and intensive work, so that the new organizations, local societies and chapters, may be placed on a permanent basis. The second and third years will be devoted to education and organization. The fourth year will be devoted to educational and intensive work bringing to a climax the work of the entire quadrennium. This will help to lay a solid foundation for the following quadrennium which will be filled with plans and preparation for a great ingathering to celebrate our Golden Jubilee in 1925.

The plan adopted two years ago will be continued through this quadrennium, namely, the districting of each conference under group leaders. See page below.

CAMPAIGN.

The first year of this quadrennium is to be devoted to educational and intensive work—special emphasis to be put upon Evangel subscriptions, new and renewals, the distribution of literature, the use of the year of programs and mission study books, the strengthening of new or weak societies, and the interesting of the women and girls who are already members but not active. The branch should at all times extend the work into unorganized churches. The second and third years are to be devoted to education and organization—special emphasis to be placed as in the first year upon the Evangel and the reading of missionary literature, and upon the organization of new societies in the branch and the securing of new members in local societies and chapters. The fourth year will be devoted to educational and intensive work as just explained.

In local societies and chapters the last two weeks of October should be given each year to an extensive campaign for new members and Evangel subscribers, to be brought to a climax on Woman's Day.

GROUP LEADERS.

The constitution provides that the branch may be divided into districts under the supervision of the vice-presidents. These districts may be subdivided into groups with a group leader for each which will insure to the societies in the group more direct attention and better help for local needs than if the branch president or vice-president attempts to look after a larger number of societies and churches.

Best results may be obtained if a group consists of not more than six or eight churches, so situated that they may easily come together for union meetings. Every church in the conference should be placed in a definite group whether it has a missionary organization or not.

The group leader should have a list of all the churches, local societies and chapters in her group. In a book provided for the purpose, she should keep a list of all the officers of each local society and chapter furnished her by the branch president; also a list of key women and girls in all churches not organized, which she can secure from the pastors of those churches or from the conference superintendent whose co-operation she should seek in all her work.

Her duties include the strengthening of weak local societies and chapters and the organizing of new ones. She may secure helps for the organizing of new societies from the Literature Department, 407 Otterbein Press Building, Dayton, Ohio. When a new local society or chapter is organized she should immediately report the names of officers with their addresses and the number of members to the branch president and to the general secretary who will see that they are provided with literature and sample Evangelists.

She has charge of the institute held in her group. (See institutes.) She, with her helpers, is responsible for the program and the securing of a large attendance of women and girls from the churches in the group. It is often best for all the group leaders of the branch to plan together a uniform program that is to be carried out in all the institutes.

In some conferences it may be a good plan for the second vice-president to be the chairman of the group leaders and to assist them in making plans and dates for institutes. In other conferences, it may be best for a woman to be elected for this particular duty. This woman may be known as the field worker of the branch, conference organizer, or missionary evangelist as may be decided upon.

INSTITUTES.

Branches will find missionary institutes most helpful in quickening interest and enlarging their work. Such an institute is usually held in each of the groups into which the conference is divided and is therefore under the supervision of the leader of that group.

The institute may consist of a morning and an afternoon session or of a morning, an afternoon and an evening session. If there are three sessions the evening's program is usually of an inspirational nature. In either case, the day sessions afford a splendid opportunity for those present to discuss practical plans of work and to exchange ideas concerning all departments of work in a local society or chapter.

Group leaders frequently plan to hold institutes in churches that have no missionary society and as a climax to the day's program effect such an organization.

MEMBERS-AT-LARGE.

There are many interested women and girls in churches where there is no local society or chapter who would like to be identified in some way with the Association. Provision is made that any such woman or girl may be an active *member-at-large* by paying the regular dues as provided in the constitution—ten cents per month for a woman and six cents per month for a young unmarried girl.

The first vice-president should keep a list of the names and addresses of all members-at-large and try constantly to secure new ones. She should endeavor to enroll each member-at-large as a subscriber to the Evangel. She should provide her with a constitution, a thank-offering box, a Woman's Day envelope, letters or bulletins sent out by branch officers and a copy of the branch meeting program. If a girl, she should be provided, in addition, with a love-offering box.

The members-at-large should send their annual dues, their Woman's Day offering and their thank-offering to the first vice-president. The vice-president should send all money thus collected to the branch treasurer by March 20. She should report the number of women members-at-large to the branch secretary and the number of girl members-at-large to the branch secretary of Otterbein Guild by March 20. She should report to the branch secretary of literature by March 20, the amount of literature given out and the number of Evangel subscriptions secured. She should report to the secretary of thank-offering by March 20 the number of thank-offering boxes used and the amount of money thus given by members-at-large. She should give a summary of the work done during the year to the branch convention.

DELEGATES TO BOARD MEETING.

Each branch is entitled to three delegates to the biennial meeting of the Board of Managers in addition to the branch president. The constitution provides that one of the three delegates should be a member of the executive committee and one a representative of the Otterbein Guild. If the branch is not able to send the president and the three elected delegates, it must decide as to which one or ones shall go. If only one representative goes, she should be a member of the executive committee but not necessarily the president. It is important, however, that each branch send its full quota if possible in order that they may bring back to the branch plans and inspiration for the year's work. The Board also needs this number of delegates for counsel and to plan the work of the Association which affects every branch.

Any woman or girl who is sent as a delegate to the biennial meeting should feel herself under definite obligation to give back to the branch such help and inspiration as will help the executive committee to carry forward the plans of the Board. She should be willing to visit societies and aid in the work of organizing and in conducting institutes.

DELEGATES TO BRANCH MEETING.

Each local society is entitled to three and each chapter to two delegates to the annual meeting of the branch. It is important that every society send its full quota of delegates to this meeting in order that they may bring back to the society the plans and inspiration for the year's work. The branch also needs this number of delegates from each society for counsel and to plan the work of the branch which affects every local society. The society should provide the traveling expenses of its delegates from its local contingent fund.

ROLL OF HONOR.

A roll of honor is printed each quarter in the Evangel. If the local societies in a branch have met all the following requirements, that branch appears on this honor roll. If the chapters in a branch have met all the following requirements that branch appears on the honor roll. It can thus be seen that the name of a branch will appear twice if both the local societies and chapters have met the requirements.

Ninety per cent. of the locals reporting to the branch secretary on time.

Ninety per cent. of the chapters reporting to the branch Otterbein Guild secretary on time.

Ninety per cent. of the locals reporting to the branch treasurer on time.

Ninety per cent. of the chapters reporting to the branch treasurer on time.

Ninety per cent. of locals reporting to the branch secretary of literature on time.

Ninety per cent. of the chapters reporting to the branch secretary of literature on time.

Ninety per cent. of the locals using a prepared program.

Ninety per cent. of the chapters using a prepared program.

That no organization disband during the quarter.

RELATION OF LOCAL SOCIETY AND CHAPTER OF OTTERBEIN GUILD.

The local society has no jurisdiction over the chapter of the Otterbein Guild in the same church. The girls elect a member of the local society as patroness. If there is no local society, they may elect any woman in the church who is interested in missions. The patroness, then, is the connecting link between the two organizations. She stands in the relation of a counsellor to the chapter of the Otterbein Guild, but has no vote. She may be an advisory member of the executive committee of the local society.

MISSIONARY BARRELS.

Any society wishing to send a barrel to a home missionary should write to the general secretary of the W. M. A. for names and addresses. This will enable the board to make proper distribution so that there will be no overlapping of gifts nor overlooking of worthy missionaries. A place will be provided on the secretary's annual report blank for noting the estimated value of any such barrels sent during the year.

STANDARD OF EXCELLENCE.

A separate standard is arranged for branches, local societies and chapters, copies of which may be obtained free from the Literature Department, 407 Otterbein Press Bldg., Dayton, Ohio. It is recommended that a silk flag representing one of our mission

fields be given each year by a branch to its local societies and chapters that have reached every point on the Standard. The Board gives the same recognition to branches that have reached every point on the Standard.

WILLS, BEQUESTS, DEATH NOTES, ANNUITIES.

Any one desiring to leave money to the Association by the terms of a will or death note should consult a first-class attorney in her own state for correct form. We do not give here any form because the laws vary in different states.

If any persons desire their money to go finally to the missionary cause and yet are in need of some income from it while they live, they may consider the annuity plan which is a much safer way than either the will or bequest. By this method also the giver is privileged to see the money doing good while he or she is still living. The Association allows a reasonable interest to be paid for money thus given as long as the donor lives.

THE OTTERBEIN GUILD.

The Otterbein Guild is the national organization of the young women of the United Brethren Church, for systematic Bible and mission study. Its aim is twofold.

First:—To bind together the young women of the denomination for world-wide Christian service, “that the daughters of sorrow in all lands may know the love of Jesus.”

Second:—To develop spiritually, intellectually, and practically the young womanhood of the church. Through the Otterbein Guild the highest ideals of service, study and giving may be set before the girls of the Church, the study which finds in God’s word the *world task* and calls them to the noblest and most effective living; the service which includes every kind of work that will advance the kingdom among men; the giving which counts not only their money, but time, strength, energy, influence, and ability.

The colors of the Guild are purple and white. Purple stands for royalty, “daughters of a King”—white stands for purity. The flower is the violet. The pin is a small monogram made in the colors of the organization.

Each one who joins a chapter is invited to sign the covenant which expresses the purpose of the organization, and which reads as follows:

MY COVENANT.

Grateful that "I know that my Redeemer liveth," Mindful that vast millions of women and girls can never hear the "tidings of great joy" unless a Christian woman be sent to them, Remembering that Jesus made loving obedience the supreme test of discipleship, and that his last, most solemn command was "Go teach all nations," I gladly enter into this covenant of obedience, that I will not cease to make offerings of Prayer, Time, and Money to the end that the daughters of sorrow in all lands may know the love of Jesus.

ORGANIZATION.

Each local organization is a chapter of the Guild. Any young unmarried woman may become a member by the payment of six cents per month. (See constitution for chapter.)

The following officers should be elected in each chapter: president, vice-president, secretary, treasurer, secretary of literature, secretary of thank-offering, and patroness. (For duties of each see page 24, or leaflet "Duties of Officers.")

STUDY COURSES.

Each chapter is asked to pursue at least one Bible study course and one mission study course each year. It is suggested that the chapters alternate the study of the home and foreign books each year. (See O. G. Teller). After March 1918, a related and progressive two years' course will be sent to all newly organized chapters.

SPECIAL OBJECTS OF SUPPORT.

The Otterbein Guild has six special objects of interest—the Girls' School, Moyamba, West Africa; the Young Women's Bible Training School, Philippine Islands; the Elizabeth Kunler Miller Seminary, Siu Lam, China; kindergarten work in Japan, and deaconess work in Porto Rico.

SPECIAL DAYS.

The Otterbein Guild has five red letter days. They are Literature Day, Woman's Day, Thanksgiving Praise Service, Thank-offering and Day of Prayer. Programs and material for programs for each of these days may be found in the Evangel. The Thanks-

giving Praise Service belongs exclusively to the Guild. It is one of the most spiritual, impressive meetings of the whole year according to the testimonies of many of the chapters. It is suggested that the service be held early in the morning on Thanksgiving Day. It is at this meeting that the love-offering boxes are opened and the offering consecrated. A suggested program for this meeting is arranged each year and sent to each chapter. The love-offering is over and above the pledge and is given to some special object announced by the department secretary of the Otterbein Guild.

COMMITTEES.

Every well organized chapter will have at least four committees. They are program, poster, membership, and finance. (See pages 30-33).

STANDARD OF EXCELLENCE.

A standard of thirteen points has been set by the Board for chapters. To receive recognition as a standard society each of the thirteen points must be reached during the year. Copies of the Standard may be secured from the Literature Department.

REPORTS.

The only means by which the department secretary of the Guild may know what is being done, or what is not being done, by the chapters, is through the reports which the officers send to the branch officers each quarter. From these reports the branch officers compile a report which they forward to the office in Dayton. From these reports it can be seen at a glance what chapters have gained new members, held regular monthly meetings, had a good attendance at the meetings, paid their dues, etc. On the other hand these reports show which chapters are losing out and are in need of encouragement. A letter from headquarters often means much to the officers of the chapter. These reports are due on or before June 20, September 20, December 20, and March 20, if the chapter is to receive credit on the Standard.

TRANSFER OF MEMBERS.

Since the Guild is the recruiting agency for the women's missionary society, and an organization for girls, it is suggested that

at the close of each year all the girls who have married during the year be transferred to the women's society. These younger women with their training received in the chapter, their new ways of doing things, and their enthusiasm are needed to make the local society the efficient working force it should be; while if they remain in the chapter it will only be a matter of a short time till the chapter will be made up of young married women and the girls will be reluctant to join. It is for the future W. M. A. as well as the future Guild that this suggestion is made.

Any girl moving from the church where she is a member of the chapter should be transferred to the chapter in the church to which she goes. If there is no chapter at this place she should be counted as an associate member in the chapter from which she has moved, as long as she keeps her dues paid.

The Otterbein Guild can be made the center of the social life of the girls of the church. It should and does stand for the promotion of a healthy, wholesome, social life. It affords every girl an opportunity for world-wide service.

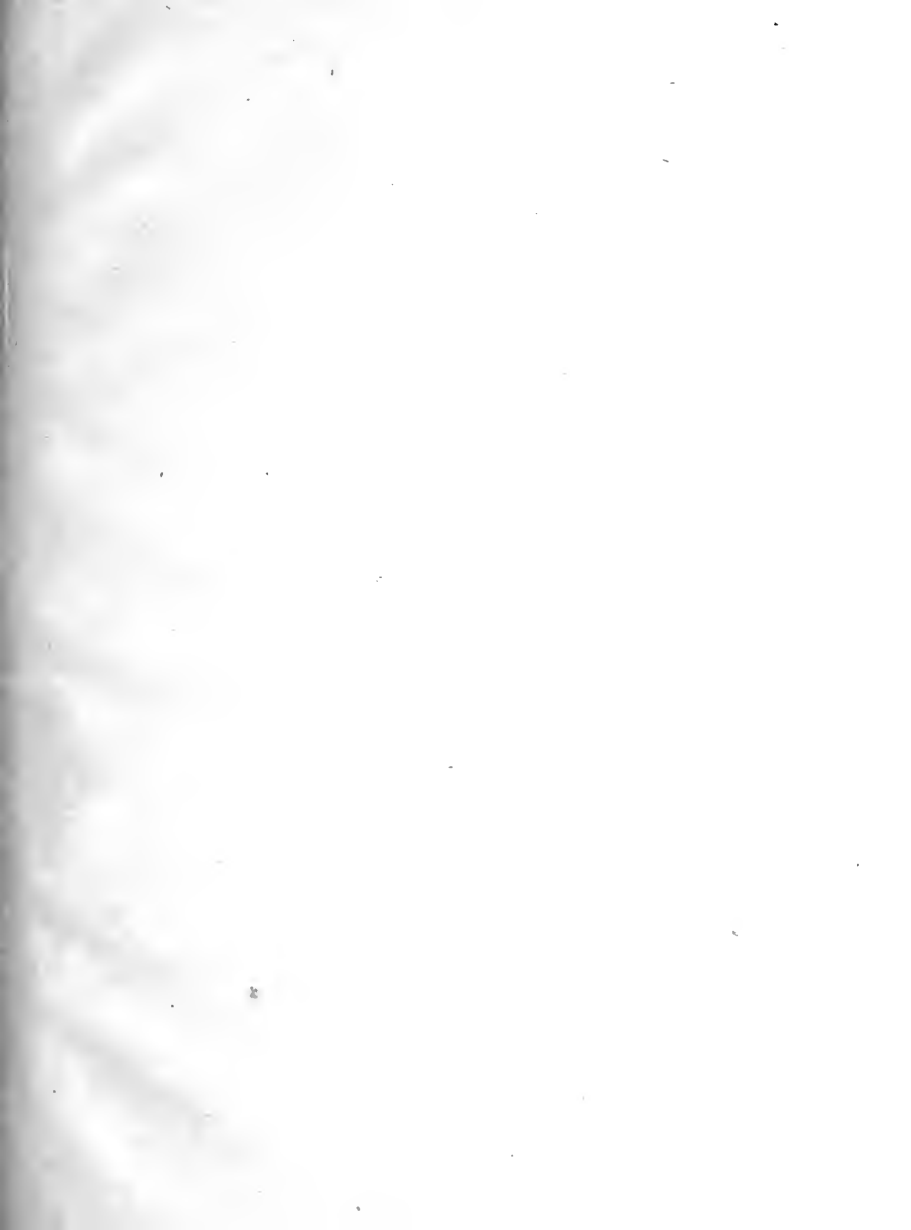
CAMPAIGN.

"Every woman and girl a member of the Women's Missionary Association, and the Evangel in every U. B. home" has been a slogan in our work for several years. In order that this goal may be realized a well planned and well conducted campaign for new members and new subscribers is carried out each fall. The time as to when it is to be done is left to the local society, but the month of October is found to be the best in most instances. At this time a canvass is made of all the unenlisted girls in the church and a special effort put forth in securing these as new members. (See Campaign page 42).

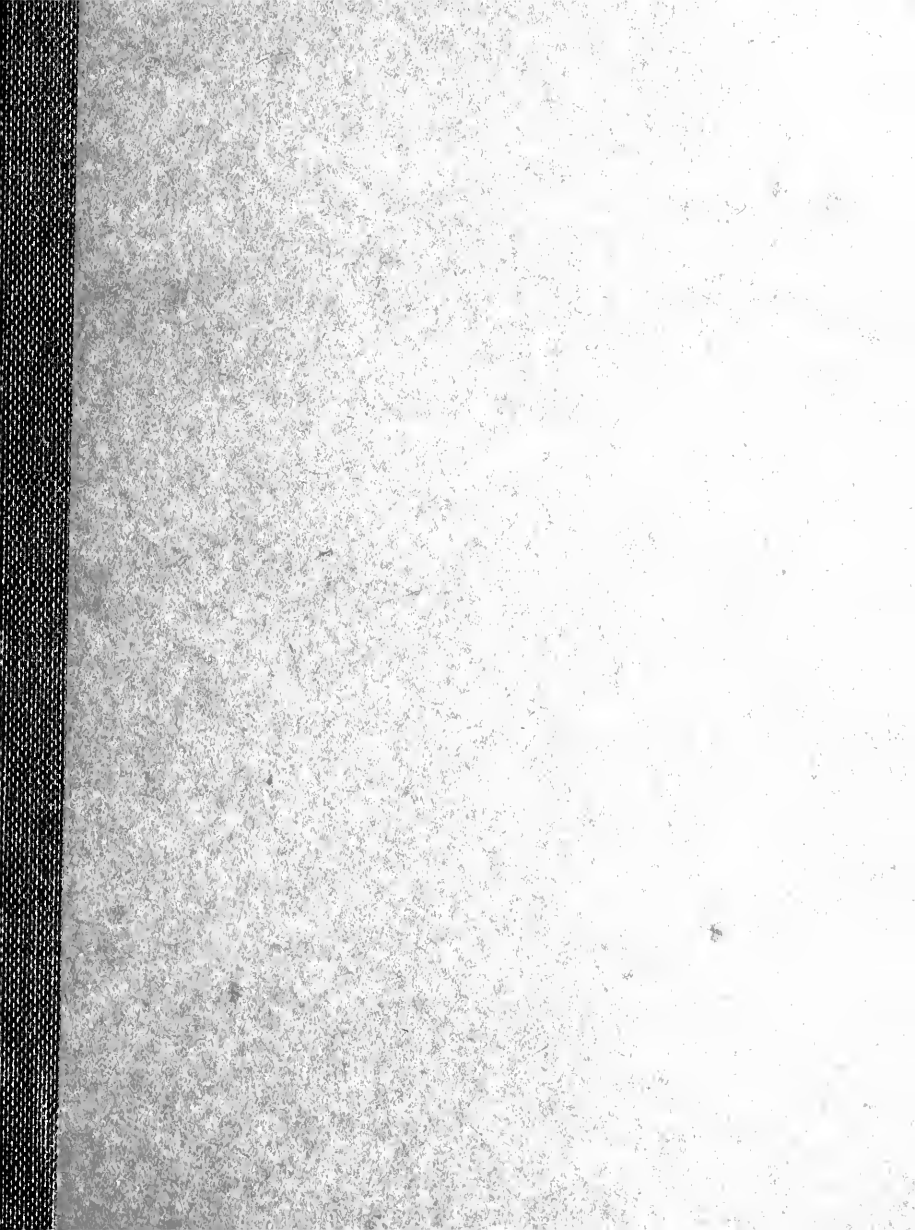
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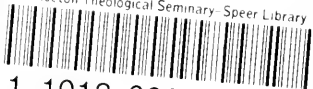






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