

**BUDDHIST CHURCHES OF AMERICA  
FEDERATION OF BUDDHIST WOMEN'S ASSOCIATIONS  
BYLAWS**

**ARTICLE I.  
Duties of the Officers**

Sec. 1. The President shall preside at all meetings of the Federation and perform all other duties as pertinent to the office. She is an ex-officio member of all Committees. The President shall be the official representative to BCA National Board meetings and National Council meeting(s).

Sec. 2. The Vice President shall assist the President in any way possible. In the absence of the President, the Vice President shall perform the duties of the President. Additional duties may be assigned by the President.

Sec. 3. The Recording Secretaries shall keep the minutes of all meetings and shall report them for approval. They shall also act as historians.

Sec. 4. The Treasurer shall receive all funds, make proper deposits, sign checks and make remittances as authorized. She shall keep account of all transactions and provide financial reports when necessary. The Treasurer shall provide financial reports at the Representatives' Meeting, at the end of the calendar year, and as directed by the Cabinet. No money in excess of five hundred dollars shall be disbursed without approval of the membership.

Sec. 5. The Auditors shall audit the financial records of the Federation after each year and affix signatures of approval on them.

Sec. 6. The Corresponding Secretaries shall handle all correspondence necessary to the operation of the business of the Federation. They shall be responsible for all publicity, including publicity in the BCA's official publication.

Sec. 7. The Counselors shall be present at all meetings to offer counsel necessary to the operation of the Federation.

Sec. 8. Advisors shall be present at all meetings to offer advice necessary to the operation of the Federation.

**ARTICLE II.  
The Cabinet**

Sec. 1. The officers of the Federation shall constitute the cabinet.

Sec. 2. The cabinet shall be the administrative body of the Federation.

Sec. 3. The immediate past President may be invited to attend meetings for continuity and expedience.

**ARTICLE III.  
Federation Conferences**

Sec. 1. The Federation shall sponsor one conference during a two-year term.

Sec. 2. The order of selection of the conference site is as follows and in the following order, except when Eastern, Mountain States, or Northwest Districts wish to sponsor: Coast,

Southern, Central California, Bay, and Northern California.

Sec. 3. The conference site shall be selected and confirmed at the Federation Representatives' Meeting for three conferences in advance.

Sec. 4. The host district shall select the conference theme and set an appropriate registration fee. BCA Zaidan assessment shall be added to the registration fee.

Sec. 5. Seed money in an amount decided by the Federation shall begin the financing of the next conference. This money shall be forwarded to the next host district at the conclusion of the conference. A separate accounting of all conference activities shall be maintained. A bank account shall be opened at a host district's local bank for convenience.

Sec. 6. Conference mailings shall be sent to all districts and church BWA presidents and ministers in both English and Japanese,

Sec. 7. It shall be the responsibility of the host district to plan programs with emphasis on lectures, mompo, representatives and general meetings, workshops, etc. for the purpose of exchanging ideas. Sightseeing and pleasure tours shall be secondary and shall be scheduled prior to, or after, the conference. Conference shall be held for a minimum of one and one-half days. A parliamentary workshop shall be held for interested delegates and members. Parliamentary procedures and conduct of the Federation shall be covered;

Sec. 8. The Federation may defray expenses (transportation, hotel, and meals) of the two keynote speakers: (Japanese and English) in order to keep registration costs to a minimum.

Sec. 9. The Federation shall invite the BCA Bishop, the Honorary Advisor and the BCA Head Ministerial Advisor to Federation Representatives' Meetings and Conferences. The Federation will bear the cost for the transportation, registration fees, and hotel accommodations during the period of the conference and Representatives' Meeting for the BCA Bishop, Honorary Advisor, and BCA Head Ministerial Advisor. The Federation will bear the cost for the registration fees and hotel accommodations during the period of the conference and Representatives' Meeting for the Federation President.

Sec. 10. The Federation shall invite all retired BCA ministers, their spouses, and widow/widowers of deceased ministers residing in the United States, to Federation conferences. Registration fee shall be borne by the Federation.

Sec. 11. All official oshoko representatives shall be from each district BWA and not from each church BWA. The President or an alternate shall represent the Federation.

Sec. 12. The giving of conference souvenir gifts shall be discontinued as of 1977.

Sec. 13. All conference records shall be completed and forwarded to the next host district within three months after the conference, but no later than December 31 of the year the conference is held.

Sec. 14. Post conference reports shall be sent to all district and church BWA presidents and ministers within three months after the conference.

Sec. 15. In the event there is any unexpended money in the conference account, it shall be transferred to the general fund. Any deficit shall be absorbed by the general fund.

#### **ARTICLE IV.**

## **Cabinet Meetings**

Sec. 1. A Cabinet Meeting shall be composed of the cabinet officers and advisors.

Sec. 2. A simple majority shall constitute a quorum.

Sec. 3. A simple majority vote of the members present shall be binding.

## **ARTICLE V. Representatives' Meeting**

Sec. 1. A Representatives' Meeting shall be held every year and as deemed necessary by the President.

Sec. 2. Each BWA shall have two voting representatives (2 votes per BWA). Each district President shall have one vote.

Sec. 3. The voting representatives in attendance shall constitute a quorum.

Sec. 4. A simple majority vote of the voting representatives in attendance shall be binding.

Sec. 5. A report on all decisions made at this meeting shall be made at the General Meeting.

Sec. 6. Minutes, financial, post-conference and all other reports of the Federation shall be sent to district BWA presidents, temple BWA presidents, and all ministers within three months following the meeting but no later than January 15.

Sec. 7. All reports and records shall be completed and forwarded to the next hosting district by the Outgoing Federation president by January 15 upon completion of the two-year term

Sec. 8. Resolutions shall be submitted by a district BWA four months prior to the Representatives' Meeting date, written in both Japanese and English. The host district shall send copies of each resolution to all district and church BWA presidents and ministers two months prior to the Representatives' Meeting date.

Sec. 9. An agenda shall be mailed at least one month prior to the representatives' Meeting.

Sec. 10. A U.S. Postal, e-mail, or FAX vote is authorized on matters of immediate urgency, and in cases when Representatives' Meetings cannot be called.

## **ARTICLE VI. General Meeting**

Sec. 1. A General Meeting shall be composed of members to the conference.

## **ARTICLE VII. Committees**

Sec. 1. Conference Committee

a. A Conference Committee shall be formed to plan and sponsor the Federation conference. All chapter BWA representatives within the host district shall be represented.

- b. A Chairman shall be appointed by the President.
- c. The setup of the committee shall be the responsibility of the host district.

#### Sec. 2. Bylaws and Resolutions Committee

- a. A Committee of three members shall compose the Bylaws and Resolutions Committee. It shall be the duty of the Committee to update the Constitution, Bylaws, and Standing Rules and Procedures and to recommend any changes. The Committee shall check all resolutions prior to presentation so that there are no duplications and that they are understandable. It is recommended that each district be represented at one time or another to get cross-district input.
- b. The members are appointed by the President.
- c. Each member shall serve on the Committee for a term of three years, or until her successor is appointed.
- d. A new member shall be appointed to the Committee to replace the member who has served her full term of office.
- e. The Chairman shall be the member who has served the longest during a three-year term
- f. A minimum of two ministerial advisors shall be appointed each year by the President with the approval of the BCA Ministers Association.

Sec. 3. Other committees, standing or special, shall be appointed by the President as the Federation or the Cabinet shall deem necessary to carry on the work of the Federation. The President shall be an ex-officio member of all committees.

### **ARTICLE VIII. Fees and Dues**

Sec. 1. Each BWA shall pay to the Federation annual dues and any other assessments per each of its members in amounts and at such times as set by the Federation.

### **ARTICLE IX. Treasury Account and Funds**

Sec. 1. Dana Day Fund was initiated at the Second World BWA Convention with funds to be used for welfare or charitable works within the United States and foreign countries and to support and promote the propagation of Jodo Shinshu, as well as affiliated organizations and activities. Dana Day funds collected for any one year shall be used in the same year and the recipient of the funds shall be decided by the district in charge.

Sec. 2. The conference fund shall start with the seed money and shall be maintained throughout the preparation and the duration of the current Federation conference.

Sec. 3. The BCA Dharma School Fund donation shall consist of an annual set amount per member from each BWA. This collection shall be forwarded to the BCA Federation of Dharma School Teachers' League for their Dharma School fund. The Federation shall have on record, annual reports from the recipient of the donation.

**ARTICLE X.  
Orei, Oiwai, Omimai, and Koden**

Sec. 1. Monetary gifts shall be given in accordance with guidelines set by the Federation.

**ARTICLE XI.  
World BWA Convention**

Sec. 1. The Secretaries-General of the World BWA and the Honorary Advisor of the Federation shall be the official representatives to the World BWA Convention.

a. The Federation shall be responsible for transportation, registration fee to the convention, and hotel accommodations during the official conference period.

Sec. 2. Panel participants to the World BWA Convention

a. The Federation shall pay the registration fee to the conference of all panel participants.

Sec. 3. The expenses to the World Conference for the Bishop and the BCA Head Ministerial Advisor shall not be paid by the Federation.

**ARTICLE XII.  
Amendments**

Sec.1. Amendments to the Federation's Constitution and Bylaws may be made with previous notice by two-thirds of the votes of the voting representatives in attendance at a designated Representatives' Meeting.

Sec. 2. The Federation's Standing Rules and Procedures may be amended by the majority of the FBWA Cabinet at any of its meetings, whereupon the cabinet shall immediately notify all Districts and Chapter presidents of such amendment (with rationale) by email. If a majority of Districts and Chapters do not respond in opposition within 90 days or longer (at the cabinet's discretion) of having received notice, the change(s) will stand. Standing rules may also be amended at any duly called Representatives meeting as per ARTICLE V, Section 6 of these Bylaws.

Sec. 3. Any amendment to the Constitution, Bylaws or Standing Rules and Procedures shall be recorded by the Secretaries (or by a designated committee as directed by the President) and mailed to all district and church BWA presidents and ministers. A revised copy in its entirety may be included in the ensuing conference program.

Amended: October 17, 2015, Seattle, Washington

Amended: October 12, 2013, Los Angeles, California

Amended: October 8, 2011, San Jose, California

Amended: October 14, 2006, Fresno, California

Amended: October 10, 2003, Los Angeles, California

Amended: November 2, 2002, Santa Clara, California

Amended: October 12, 2001, San Jose, California

Amended: October 6, 2000, Sacramento, California

Revised: October 3, 1997, Fresno, California  
Amended: September 29, 1995, Seattle, Washington  
Amended: October 9, 1992, Sacramento, California  
Amended: October 11, 1991, Burlingame, California  
Revised: October 7, 1989, Fresno, California  
Revised: October 13, 1985, San Jose, California  
Adopted: February 16, 1952, San Francisco, California