



St. Clare of Assisi Women's Guild

Ministry Bylaws

ARTICLE I – NAME

This organization shall be known as ST. CLARE OF ASSISI WOMEN'S GUILD (hereinafter referred to as "Women's Guild").

ARTICLE II – PURPOSES

The Women's Guild derives its purposes from mission and goals of St. Francis of Assisi Catholic Community. The purposes of the Women's Guild shall be:

- Section 1: To assist the Pastor in any activity for the church which he designates for the Women's Guild.
- Section 2: To deepen their spirituality as a smaller part of the parish community.
- Section 3: To help provide service to the parish community at large.
- Section 4: To strengthen a sense of social belonging for its members.

ARTICLE III – MEMBERSHIP

Section 1: Eligibility

- A. Membership is open to all registered women of the parish age 21 and over.
- B. A member is defined as a member whose dues are paid in full.

Section 2: Dues

- A. Annual dues are payable upon joining and/or yearly effective the first general meeting in September. Annual dues shall be determined by the Board prior to the first general meeting. If a current or a prospective member is unable to pay the annual dues, she may contact a Board Member for assistance.
- B. Dues must be paid in full by 12/30 of each year to be considered a member.

ARTICLE IV – MEETINGS AND QUORUM

Section 1: Meetings

- A. General meetings shall be held monthly from September to June inclusive in the St. Clare of Assisi Room, unless otherwise designated by the Board. The time and date shall be designated by the Board.
- B. Board meetings will be held prior to the general meeting. Additional meetings shall be determined by the President as needed. In the event that a Board Member is unable to attend a meeting, she shall notify the Vice President of such absence.
- C. The May meeting shall be the election meeting.

Section 2: Quorum

- A. A majority of the Board shall constitute a quorum at all meetings of the Board.
- B. Members attending the general meeting shall constitute a quorum for the transaction of business.

ARTICLE V – OFFICERS AND ELECTIONS

- Section 1: The Pastor or his appointee shall be the Moderator. He shall:
- Direct all spiritual activities of the Women's Guild;
 - Be informed of all of the Women's Guild's activities;
 - Have the right to veto any of the Board's decisions for good reason.

- Section 2: The officers of the Women's Guild shall consist of the President, Vice President, Membership Coordinator, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer.

- Section 3: The term of office shall be two years for the Membership Coordinator, the Recording Secretary and the Corresponding Secretary. The Recording Secretary shall be elected on even years and the Membership Coordinator and Corresponding Secretary shall be elected on odd years. The term of office shall be one year for the President and Treasurer as they have already served for one year as the Vice President and Assistant Treasurer respectively. The Vice President and Assistant Treasurer shall be elected every year as they shall automatically assume the offices of the President and Treasurer respectively the following year. The officers shall be installed at the June general meeting.

Section 4: Any vacancy in an elective office shall be filled for the unexpired term by appointment of the current president in consultation with the Board Members. To be eligible for the position, the candidate must be a registered member of St. Francis of Assisi Catholic Church and an active member of the Women's Guild.

Section 5: The Past Presidents shall be advisors to the Board.

Section 6: The Nominating Committee, consisting of three members, shall be appointed by the President in consultation with Board Members at the March general membership meeting.

Section 7:

- A. The Nominating Committee Chair shall announce the process for nomination and requirements of each office to be filled at the March general membership meeting.
- B. Nominations, self-appointed or from the floor, shall be made at the April general membership meeting. All nomination shall be closed at the April general meeting.
- C. All nomination forms, distributed to candidates at the April general membership meeting, must be completed and returned to the Parish office, Attention: St. Clare of Assisi Women's Guild Nominating Committee, no later than the date specified. There will be no exceptions to the specified timeline.
- D. With prepared questions, the Nominating Committee shall interview, whether in person or by phone, each of the candidates.
- E. The Nominating Committee shall recommend the slate of nominees at the May general membership meeting. Each candidate shall give a two-minute presentation of her qualifications for the office for which she has been nominated.
- F. A general election for each office shall follow the candidates' presentations. A simple majority vote shall be held for each office.

Section 8: No Board Member shall serve more than two consecutive years in the same office.

ARTICLE VI – DUTIES OF OFFICERS

Section 1: President. The President shall:

- Serve as President for one year.
- Preside at all Board and General Meetings of the Women's Guild.
- Direct all Women's Guild activities and committees.

- Prepare and submit the bulletin announcements.
- Review the Bylaws to insure proper and representative procedures.
- Report directly to the Pastor.
- Be an ex-officio member of all committees, except the Nominating Committee.

Section 2: Vice President.

The Vice President shall:

- Preside, in the absence of the President, over the meetings and perform the duties of the President.
- Be the contact and follow-up person for all Standing Committees.
- Assume the duties of any absent Board member.
- Be directly responsible to the President and the Board.
- Assume the office of the President after one year of service as the Vice President.

Section 3: Membership Coordinator. Aside from the method of Promoting Membership

The Membership Coordinator shall:

- Maintain the attendance records for each meeting and provide the current roster to the members at the January meeting.
- Work directly with the Corresponding Secretary and the Treasurer to keep the membership roster current.
- Report directly to the President and the Board.

Section 4: Recording Secretary.

The Recording Secretary shall:

- Assist the President in preparing the general meeting agenda.
- Take minutes of the Board and general meetings and distribute them to the proper groups.
- Be the custodian of all the Women's Guild records.

Section 5: Corresponding Secretary.

The Corresponding Secretary shall:

- Work with the Membership Coordinator in updating the membership roster and the attendance records.

- Be responsible for all the Women's Guild related correspondence and announcements via e-mail and the Calling Post.

Section 6: Treasurer.

The Treasurer shall:

- Collect dues, track deposits and expedite payment of expenditures in coordination with the church office manager upon approval of the Board.
- Reconcile the Women's Guild financial records with the church records on a quarterly basis.
- Give a monthly treasurer's report at the Board and General Membership meetings.
- Report directly to the President and the Board.

Section 7: Assistant Treasurer.

The Assistant Treasurer shall:

- Assist the Treasurer.
- Perform in the absence of the Treasurer.
- Assist the Treasurer with special projects.
- Report to the Treasurer and the President.
- Assume the position of the Treasurer after one year as Assistant Treasurer.

ARTICLE VII – STANDING COMMITTEES

Section 1: Composition of each committee

- A. Each Standing Committee shall have a chair person who will be appointed by the Vice President with the approval of the Board.
- B. The chair shall not hold the same position for more than two consecutive years, unless the position cannot be filled.
- C. The chair shall appoint a co-chair and determine the necessary number of members needed to carry out the purpose of the committee.
- D. The members shall all be active members of the Women's Guild.

Section 2: Expenditures of each committee

- A. Any expenses not in the budget under \$20.00 must be approved by that Committee Chair and any amount over \$20.00 must be approved by the Committee Chair and the Board.

- B. The Committee Chair shall work directly with the Treasurer to prepare all necessary Purchase Orders and Check Requests subject to review and approval per the expense procedures of St. Francis of Assisi Catholic Church.

ARTICLE VIII – SPECIAL COMMITTEES

Section 1: Composition of each committee

- A. Each Special Committee shall have a chair person who will be appointed by the President with the approval of the Board.
- B. The chair shall not hold the same position for more than two consecutive years, unless the position cannot be filled.
- C. The chair shall appoint a co-chair and determine the necessary number of members needed to carry out the purpose of the committee.
- D. The members shall all be active members of the Women’s Guild.

ARTICLE IX – MASSES FOR DECEASED MEMBERS

Section 1: Upon the death of a member in good standing, the Women’s Guild shall inform its members of the funeral mass to be held in St. Francis of Assisi Church. Members are encouraged to attend the mass, wear the Women’s Guild’s name badge and be part of Our Lady’s Honor Guards.

Section 2: The Women’s Guild shall offer a corporate mass for current members as well as for its deceased members at least once a year.

ARTICLE X – PARLIAMENTARY PROCEDURE

Consultation of Robert’s Rules of Order shall be used to address procedural matters not addressed in these bylaws.

ARTICLE XI – AMENDMENTS

After approval by a majority vote of the Board, the Bylaws may be amended at any regular general meeting by two-thirds vote of those present. The proposed amendment shall be appended to the monthly meeting notice prior to the next regular meeting. The amendments shall become effective upon the signature of the President and the Pastor.

Original Drafted in 2005 Original

Adopted on June 7, 2007.

Amended on October 14, 2010.

Approved by the Board on January 6, 2016.

Amended by the General Membership on January 14, 2016.

Amended by the Bylaws Ad Hoc Committee on July 1, 2019.

Amended by the Board on August 9 and September 5, 2019.

Approved by the General Membership on September 12, 2019.



Joanne Nobel
President, 2019/2020



Reverend John T. Assalone
Pastor

10/28/19

Date