

**SAINT THOMAS MORE WOMEN'S GUILD
BY-LAWS**

ARTICLE I

NAME

The name of this organization shall be the Saint Thomas More Women's Guild.

ARTICLE II

PURPOSE

The purpose of this organization shall be to aid the Pastor in the development of the family life of the parish; hence, its activities shall be primarily parish service and social.

ARTICLE III

MEMBERSHIP

- Sec. 1. All female parishioners and women who are members of parish families are eligible for membership.
- Sec. 2. Dues of \$10 shall be payable in September, or throughout the year.
- Sec. 3. The fiscal year shall be September 1 thru August 31 of the following year.
- Sec. 4. Members are welcome to attend the monthly meetings and participate in all events.

ARTICLE IV

MEETINGS

- Sec. 1. Unless otherwise ordered by the organization, or by the Executive Board, the regular meetings shall be held from September to June.
- Sec. 2. The installation of new officers shall take place at the May Spring Luncheon.

ARTICLE V

OFFICERS

- Sec. 1. The officers of this organization shall be: a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, and a minimum of two at-large Board members.
- Sec. 2. Officers shall be installed at the May meeting and assume duties at the end of the school term.
- Sec. 3. (a) a vacancy in the office of the President shall be filled by the elected First Vice-President.

(b) a vacancy in the other elected offices, other than that of the President, shall be appointed by the President with the approval of the Executive Board.
- Sec. 4. Other Officers of this organization shall be:
 - (a) the Spiritual Moderator/Director
 - (b) the Advisor, who is the immediate past President of the organization. A vacancy in this office shall be filled by an appointment made by the current President of any past Women's Guild President.
 - (c) Auxiliary position to coordinate the community outreach activities

Auxiliary position to support events held at the family center

Sec. 5. The duties of the Officers shall be:

(a) The President shall preside at all the meetings of the organization; appoint all Standing Committee and Special Event Committee Chairwomen; act as an ex-officio member of all committees; prepare a written report of the organization at the end of the current year; exercise a general supervision of organizational activities; and, upon completion of her term of office, become Advisor for the next organizational year and serve as the Women's Guild representative to the Parish Council. The President may call an executive meeting outside the normally scheduled meetings at her discretion.

(b) The First Vice-President shall assist the President and preside in her absence; and promote and keep an accurate record of membership.

(c) The Second Vice-President shall perform the duties of the President in the absence of both the President and the First Vice-President; and shall act as administrator of Special Event Committees.

(d)

(e) The Secretary shall keep a record of the proceedings of all meetings, to be records; and handle all Guild correspondence.

(f)

(g) The Treasurer shall receive all moneys of the organization; keep a detailed record of all financial activities, make all deposits; pay all bills authorized by the Executive Board; present a statement of account at each meeting, and at other times when requested by the Executive Board; and shall make a full written report at the end of the fiscal year. The fiscal year of this organization shall be from September 1 to August 31.

(d) The Advisor shall act in a general advisory capacity to officers and committee chairwomen, and shall represent the Women's Guild on the Parish Council.

(e) The At-large Board Members shall attend all Board meetings, and assist with Board duties as needed. At-large members will oversee any special projects and assess the need for new programs.

ARTICLE VI

ELECTIONS

Sec. 1. A Nominating Committee of five or more, consisting of the Spiritual Director or Pastor, at least two members from the Board, and at least two members from the membership at-large shall meet in February. One of the Board members shall be designated chairwoman of the committee appointed by the President. The Nominating Committee shall not consist of any potential candidates for the upcoming election.

Sec. 2. The Nominating Committee shall announce in the Parish bulletin that nominations are being accepted for board positions.

Sec. 3. Nominations may be given from any Women's Guild member to the Nominating Committee throughout the prescribed period of time.

Sec. 4. Once the new officers are selected, the names will be posted in the Parish bulletin.

Sec. 4. Nominees will be installed at the May luncheon and will serve a two year term.

ARTICLE VII

BOARD

Sec. 1. The Executive Board shall consist of the Officers, Advisor, and the Spiritual Director.

Sec. 2. The Board shall consist of the Executive Board and the Chairwomen of the Standing and Special Committees.

Sec. 3. Meetings of the Board shall be called by the President each month. Meetings shall be held during the summer months at the discretion of the President.

Sec. 4. The Board shall consider recommendations of the committees; approve all bills; and approve vacancies to be filled during the year.

ARTICLE VIII

COMMITTEES

Sec. 1. The President shall appoint the Chairwomen of the Standing Committees who are responsible for the standard events run each calendar year, and the Special Event Committees who are responsible for projects above and beyond the normal calendar events.

Sec. 2. The duties of the Standing Committee Chairwomen are:

- (a) to appoint a co-chairwoman and a committee to assist her in carrying out her duties as needed.
- (b) to report on the activities of her committee as necessary.
- (c) to keep an account of all activities of her committee, and to report to the President prior to the end of the year.
- (d) to conduct all correspondence pertinent to the functions and activities of her committee.

Sec. 3. The duties of the Special Event Committee Chairwomen are

- (a) to appoint a co-chairwoman and a committee to assist her in carrying out her duties as needed.
- (b) to attend two Board meetings prior to the event and report on her committee's activities.
- (c) to report on the activities and program, in writing, to the President and the Board at the regularly scheduled Board meeting following the event.
- (d) to conduct all correspondence pertinent to the functions and activities of her committee.

ARTICLE IX

PARLIAMENTARY AUTHORITY

Standard business meeting protocol will be followed at all meetings.

ARTICLE X

AMENDMENTS

These by-laws may be amended at any meeting. Notice of intention to amend must be given and approved at a previous meeting. A two-thirds vote of members present and voting shall be necessary for the adoption.

ARTICLE XI

ADOPTION

These by-laws shall take effect upon their adoption.

Revised 3/99 by: Beverly Casciano, President 1996-1997
Debra Kolp, President 1997-1998
Jamie Koch, President 1998-1999

Adopted by Women's Guild Board: May 5, 1999

Revised 3/2009 by Kathy Heilenman, President 2007-2009
MJ Muller, 2nd Vice President 2008 – 2009
Melissa Buck, Treasurer 2007-2009
Genny Manzella, Member at Large 2007-2009

Adopted by Women's Guild Board: 4/2009