

St. Christopher Ladies' Guild

Constitution and By-Laws

Constitution

Article I

The name of this organization shall be St. Christopher Ladies' Guild.

Article II

The primary objective of this organization shall be to aid the pastor of St. Christopher parish in carrying out the work of the parish, school and community. This organization shall also advance the spiritual, intellectual and social welfare of its members.

Article III

Membership is extended to all the ladies of the parish and school who are willing to work for the ideals and purposes mentioned in Article II. The school principal shall be an honorary member of this organization and is encouraged to attend monthly board meetings, with the exception of disbursements.

Article IV

The elected officers of this organization shall be President, First Vice President, Second Vice President, Secretary, Treasurer, two Guild Kitchen Coordinators, Parliamentarian and Advisor. No elected officer may hold the same office for more than two consecutive years. Election process written under By Laws Article VI.

The pastor, as the moderator, shall provide guidance and support to the Ladies' Guild.

Article V

This Constitution may be amended after consultation with the Pastor, general board, advisory board and simple majority vote at a Board Meeting.

By-Laws

Article I

Responsibilities of Officers and Terms of Office

The **PRESIDENT** shall preside at all meetings of this organization, appoint, as vacancies occur, the chairpersons and co-chairpersons of all committees and non-elective officers, call special meetings, and perform such other duties as deemed necessary for executive administration with the exception of the Nomination and Election Committees. The President shall present to the Executive Board for approval all special projects and request for funds. The President shall present to the General Board the year-end disbursements. The President shall not have a vote on motions; however, in the event of a tie, the President shall cast the deciding vote. Simple majority rules.

The **FIRST VICE PRESIDENT** shall perform all the duties of the President during her absence or when requested to do so by the President. She shall also serve as Guild Spiritual Advisor and Fundraising Advisor.

The **SECOND VICE PRESIDENT** shall be responsible for the planning and executing of the general membership meetings. She will also be responsible for the 1st Vice President duties in her absence or when requested to do so by President.

The **SECRETARY** shall keep an accurate record of the proceedings of all meetings, be prepared to read the record of business transacted at any previous meeting, send meeting notices when necessary, assist with Guild correspondence; and, maintain an up-to-date copy of the Constitution and By-Laws of this organization. She shall also take note of all those present at the board meetings. Any updating and communication of projects will be posted to the Ladies Guild website.

The **TREASURER** shall be responsible for handling all Guild funds and shall place such funds in the name of the Guild in a bank approved by the Executive Board. She shall keep an itemized account of all receipts and disbursements; expend authorized funds and cosign all checks with the President or Pastor. In addition, she shall prepare and present an

itemized monthly financial report. This report will be available at the board and general meetings. She will also prepare a comprehensive annual report to be kept on file by the President and included in the Guild's permanent record. A budget shall be prepared for the year and presented to the General Board for approval at the first board meeting.

The two **GUILD KITCHEN COORDINATORS** shall assist the Parish Special Events Chairperson with parish activities as requested by the President and the Pastor. The Guild Kitchen Coordinators shall also oversee upkeep of the kitchen and supplies.

The **PARLIAMENTARIAN** shall provide advice on parliamentary procedures. She shall assist in the nominating process by explaining procedures and rules, as outlined in these by-laws, to the Guild and to the Nominating Committee. She shall represent Ladies' Guild at the monthly school advisory council meetings. This position does not carry voting rights. All votes are to be counted by the Parliamentarian and President.

The **ADVISOR** shall attend meetings and aid the President when called upon to do so. This position is optional. The advisor position includes voting rights.

Article II

The Executive Board

The **EXECUTIVE BOARD** shall consist of the following elected officers: The President, the First Vice President, the Second Vice President, the Secretary, the Treasurer, the two Guild Kitchen Coordinators, and the Parliamentarian. This board, under special circumstances, may represent the entire general board. Attendance is expected at all Ladies' Guild events throughout the year.

Article III

The General Board

The Executive Board of the organization, with the chairpersons and co-chairpersons of all committees shall constitute the General Board. There shall be no more than two representatives per committee (with the exception of Antique Show and Benefit Auction, or at the President's discretion) sitting on the General Board. The general board shall include representation from members of the parish (school and non- school), Over 50's Club and Mom's Group. The current school principal is an honorary member of this board

Article IV

The Advisory Board

A committee of past Presidents, serving in the capacity to advise the Executive Board and General Board on matters relating to the Guild practices and traditions, shall constitute the Advisory Board. This board shall also assist the President and the Executive Board when called upon. The Advisory Board shall meet at a minimum of once a quarter and as called upon by the President. The committee shall consist of no more than 10 members and four substitutes. The minimum amount of members needed is six for all meetings. The Chairperson of this committee will serve as an Advisor on the General Board or Executive Board if needed.

Article V

Attendance and Voting

Attendance of all board members at monthly Ladies Guild Board meetings is expected; however, at least one representative from each committee is required to attend. Individual members must have attended a minimum of four (4) General Board meetings to participate in Disbursement voting at the end of the year.

Article VI

Nominations and Elections

The Nomination Committee shall consist of five members, two members from the General Board and three members from the membership at large. The Parliamentarian will solicit members for the Nomination Committee, who are to recruit candidates for the open Executive board positions. The Parliamentarian will provide the Nomination Committee with the rules and any necessary information regarding procedures. No member shall serve on the Nomination Committee for more than two consecutive years or currently be on the Executive Board.

Applications for the Executive board position of 2nd Vice President, Secretary, Treasurer, and Guild Kitchen Coordinator will be submitted to the Parliamentarian. The Parliamentarian

will submit the list of nominees to the Pastor for approval before presenting to the Election Committee.

The Election Committee shall consist of seven members, four members from the General Board (two school parents and 2 non- school parents) and three from the membership at large. The committee shall elect nominees for Executive Board positions by secret ballot. Simple majority rules. In the event of a tie, the Parliamentarian shall cast the deciding vote. No member shall serve on the Election Committee for more than two consecutive years or currently be on the Executive Board.

While serving as a member of the Election or Nomination Committee, a member shall not be considered as a candidate for office to the Executive Board. No member may serve on both committees concurrently.

The newly elected officers shall be presented to the Ladies' Guild General Board and full membership, no later than April 30th. Installation of new Executive Board will occur in May. In the event that an elected officer is unable to complete her term, the President, with the approval of the Executive Board, shall appoint a replacement to complete the term of office.

Article VII

Terms of Office

Upon approval, the Treasurer, Secretary, and Guild Kitchen Coordinators are elected annually for a term of two years. These positions can be considered for re-election. In addition, the Second Vice President traditionally assumes the role of First Vice President, the First Vice President traditionally assumes the role of President, and the President traditionally assumes her service as Parliamentarian. Each Executive Board Officer must submit in writing to the Nomination Committee, her intent to continue on the board. The two Guild Kitchen Coordinators should not rotate off the Executive Board simultaneously.

Article VIII

Installation

The newly elected officers shall be installed in their respective offices in May. All Executive Board members are expected to attend.

Article IX

Dues

The dues of the Guild membership shall be due and payable no later than the first General Board membership meeting.

Article X

Meetings

The meetings of the St. Christopher Ladies' Guild shall be held monthly from September through May. Exceptions may be made with the approval of the General Board. The General Board Meetings are held on the second Wednesday of the month. All Ladies' Guild members are welcomed to attend the meetings as a guest, with the exception of the Disbursement meeting. These guests will have no voting rights and may only ask questions at the end of the meeting.

Article XI

Amendments

These By-laws may be amended after consultation with the Pastor and the General Board

Revised 1/9

Revised 5/01

Revised 3/09

Revised 11/10

Revised 11/14

Revised 8/16