

ST. LAURENCE LADIES GUILD

By-Laws

ARTICLE I-NAME

This organization shall be known as St. Laurence Ladies Guild.

ARTICLE II-PURPOSE

The purpose of this organization shall be service:

Section 1. To promote the spiritual, cultural and social welfare of its members.

Section 2. To promote the spirit of parish community through participation in parish activities.

ARTICLE III-MEMBERSHIP

The membership of this organization shall be open to all women registered at St. Laurence Parish. Registration with the Membership chair within the past Guild year shall constitute an active member.

ARTICLE IV-OFFICERS AND QUALIFICATIONS

The elected officers of this organization shall be:

Executive Board:

President

President-Elect

Secretary

Treasurer

Board Positions:

Receptions Chair

Programs Chair

Membership Chair

Hospitality Chair

Spiritual Leader

Funerals Chair

Helping Hands Chair

Communications/Publicity Chair

Historian Chair

Fundraiser Chair

ARTICLE V-ELECTIONS

Section 1. The fiscal year of this organization shall begin at the General Meeting in May after the installation of officers.

Section 2, A copy of the Board Position descriptions shall be distributed at the March General meeting along with a Position Preference form for selection of positions,

Section 3. Interested Guild members shall designate which position they are interested in holding.

Section 4. a. The current President, Spiritual Leader, and Membership chair will constitute a selection committee and contact interested members for Board placement.

b. If the Board is unable to make a fair and equitable decision on any Board position, it will be presented to the General Membership for a vote.

Section 5. At the April General Meeting the candidates will be presented and ratified by presiding members. This will signal acceptance of new Board.

Section 6. Board members shall serve for a term of one (1) year, and shall be eligible for consecutive re-election to the same office.

ARTICLE VI-MEETINGS

Section 1. There shall be a General Meeting of all members each month except June and July.

Section 2. The Board shall meet once a month prior to the General Meeting and as necessary by the President.

ARTICLE VII-DUTIES OF THE OFFICERS

Section 1. ALL BOARD MEMBERS:

- a. Shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by this organization. Any Board member failing to perform her duties shall have her office declared vacant at the President's discretion and with the approval of the Board.
- b. May appoint a committee to assist them in their duties.
- c. Shall keep records of their office in an organized notebook. The notebook shall contain: a copy of these By-Laws and other information needed to fulfill the duties of that office. These notebooks shall be turned over to their successors at a Board Meeting.
- d. Shall notify Hostess if unable to attend any Board meeting.

Section 2. PRESIDENT

- a. Presides at all meetings of the Board and at the General Meetings.
- b. Appoints any special committee chairpersons as deemed necessary.
- c. Ex-officio member of all committees.
- d. Her name will be on the organization bank account signature card. She signs in absence of the Treasurer, Any former president may act as Advisor to the Board.
- e. After the election of new officers, coordinates with the incoming President the transfer of notebooks between the outgoing and incoming Board.
- f. Writes a general welcome letter for the church's new parishioners' packet, inviting them to join Ladies Guild.

Section 3. PRESIDENT-ELECT

- a. Serves a term observing and assisting the President the first year with a commitment to serve as President the following year.
- b. Acts in the absence of the President and perform duties as assigned by the President.

- c. Becomes the President in the event of the inability of the President to fulfill her term in office.
- d. Attends monthly Board meeting.
- e. Acts as Service Project Coordinator and Parliamentarian and conducts parliamentary procedure at all meetings.
- f. Writes letters of gratitude for any donations to Ladies Guild.

Section 4. SECRETARY

- a. Records minutes of the Board meetings, have copies available for Board members and at General meeting.
- b. Keeps attendance records for Board meetings.
- c. Delegates recording of meeting minutes to another Board member if unable to attend meeting.
- d. Updates by-laws as new amendments are passed.
- e. Records, stores, and distributes all documents needed, received, or produced by the Guild.
- f. Conducts correspondence as the Board directs and keeps copies of all in permanent records.
- g. Attends monthly Board meetings.

Section 5. TREASURER

- a. Collects all money due for the organization and deposits funds in the Guild account.
- b. Signs all checks and makes disbursements as directed by Board. President can sign checks in Treasurer's absence.
- c. Keeps a record of all monetary transactions.
- d. Balances checkbook each month and gives report at the Board meeting.
- e. Books are subject to audit at any time and will be reviewed by incoming Treasurer before the Board meeting.
- f. Attends monthly Board meetings.

Section 6. RECEPTIONS CHAIR

- a. Serves as coordinator of Parish receptions.
- b. Contacts parish office and RE department to determine reception calendar.
- c. Coordinates Ladies Guild Hospitality Sundays and other events as needed by the parish.
- d. Attends monthly Board meetings.

Section 7. PROGRAMS CHAIR

- a. Selects and provides suitable programs for monthly General meetings.
- b. Plans all meetings programs within financial allowance.
- c. Writes letters of confirmation and gratitude to invited guest speakers or coordinates with applicable member.

- d. Schedules General meeting room and time, in writing, with the Parish office. To be done in advance.
- e. Responsible for purchase and delivery of monthly door prize for General meeting.
- f. Attends Monthly board meetings as needed.

Section 8. MEMBERSHIP CHAIR

- a. Coordinates special programs to sustain and encourage membership within the organization.
- b. Calls and welcome new Guild members.
- c. Greets members and guests at General meetings.
- d. Solicits volunteers for committees as requested by Board.
- e. Coordinates special events such as Secret Sister and Angel of the Month.
- f. Attends monthly Board meetings as needed,
- g. Keeps an accurate list of names and phone numbers of Board and active members of the organization.

Section 9. HOSPITALITY CHAIR

- a. Responsible for the scheduling of refreshments for the General meeting.
- b. Responsible for purchasing of paper goods, beverages, etc. for General meeting.
- c. Responsible for refreshment set-up and take-down at General meeting.
- d. Attends monthly Board meetings as needed.

Section 10. SPIRITUAL LEADER

- a. Opens and closes General Meetings with a prayer and incorporates any special intentions.
- b. Submits a monthly prayer for newsletter.
- c. Coordinates a prayer chain when requested.
- d. Coordinates spiritual retreat.
- e. Attends all monthly Board meetings

Section 11. FUNERALS CHAIR

- a. Coordinates a funeral meal when needed or requested by the Parish.
- b. Responsible for maintaining a list of parishioners willing to provide assistance with food.
- c. Attends monthly Board meetings as needed.

Section 12. HELPING HANDS CHAIR

- a. Coordinates assistance with meals for parishioners with family members who are seriously ill, have been hospitalized or for their bereaved families.
- b. Responsible for maintaining a list of parishioners willing to provide assistance with food.
- c. Attends monthly Board meetings as needed.

Section 13. COMMUNICATIONS/PUBLICITY CHAIR

- a. Coordinates and publishes the Guild monthly newsletter, maintains website, and updates e-mails as needed.
- b. Coordinates, with committee or church staff, copying, mailing, and e-mailing of newsletter.
- c. Attends monthly Board meetings as needed.
- d. Coordinates publicity for special events as requested by Board.
- e. Responsible for bulletin announcements for Guild events.

Section 14. HISTORIAN CHAIR

- a. Takes photographs of Guild meetings and special events.
- b. Responsible for the upkeep of the Guild photo album.
- c. Brings Guild photo album to General meetings.
- d. Attends monthly Board meetings as needed.

Section 15. FUNDRAISER CHAIR

- a. Coordinates fundraisers.
- b. Plans meetings with various committees and reports progress to the board.
- c. Creates flyers, signs and publicity memos to advertise the event. Coordinates
- d. with Communications/Publicity chair.

Section 16. PASTOR

Shall serve as an advisor and shall have final approval of any action taken by this organization.

ARTICLE VIII-DUTIES OF THE GOVERNING BODIES

OFFICERS

- a. The government, management and control of the property of this organization shall be vested in this Board.
- b. This Board shall have the power to adopt emergency measures at special meetings called by the President to be determined by simple majority vote of the members present.
- c. A vacancy existing in the Board from any cause other than the expiration of a term shall be filled by a majority vote of the Board.
- d. It is the responsibility of the outgoing Board to train and advise the incoming. Board during the period between election-and-installation of officers.

ARTICLE IX-FUNDS

Section 1. This organization shall be financed by dues and fund-raising events.

Section 2. All disbursements of this organization shall be financed by check signed by the Treasurer and/or President.

ARTICLE X-DUTIES OF COMMITTEES

Section 1. Any Board Member may be called upon by the President to give oral and/or written progress reports.

Section 2. All Board Members shall require reports from their committees, and shall keep copies of these reports in permanent committee notebooks.

ARTICLE XI-AMENDMENTS

These by-laws may be amended at any General Meeting of this organization by a two-thirds vote of the members present, provided at least fifty percent of the Board Members are in attendance, No amendment may become effective until the proposed amendment has been presented at a General Meeting.

ARTICLE XII-QUORUM

Section 1. A quorum at the General Meeting shall be 25 registered and paid members.

Section 2. A quorum at a Board Meeting shall be a simple majority of its members.

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