

## **St. Dismas Women's Club Bylaws**

### **Article 1 Name**

The Name of this organization shall be known as St. Dismas Women's Club.

### **Article 2 Accountability**

The St. Dismas Women's Club will be directly accountable to the Parish Pastoral Council (PPC) and through this group to the Pastor.

### **Article 3 Purpose**

The purpose of this organization is as follows:

1. Promote spiritual development of the membership;
2. Participate in Church activities;
3. Foster community among its members and the entire parish;
4. Support fundraising activities of the parish.
5. Coordinate with appropriate outside agencies to accomplish common goals, e.g., Archdiocesan Council of Catholic Women (ACCW) and Catholic Women's Club of Lake County (CWCLC).

### **Article 4 Membership**

Any woman of the parish who is at least eighteen years old is eligible to become a member.

### **Article 5 Officers and their Duties**

1. The Board of the St. Dismas Women's Club shall consist of a president, a vice president, a secretary, and a treasurer. Co-Officers may be elected at the discretion of the members and duties will then be shared. The Board shall meet in August, April and as needed at a mutually agreed upon day/time. The president of the Women's club will be a member of the PPC.
2. The president will chair the meetings, seek volunteers to organize and implement activities sponsored by the Women's Club, and attend outside meetings as necessary, e.g., ACCW and CWCLC.
3. The vice president will oversee membership, attend outside meetings as necessary, assist the president with seeking volunteers to organize and implement activities, chair the meetings in the absence of the president.
4. The secretary will keep minutes of all meetings (general and board) and conduct all correspondence.
5. The treasurer will work with parish Business Manager to do banking and keep records of all receipts and disbursements.
6. The secretary and the treasurer will prepare and publish an annual summary in the spring.
7. All officers should have an e-mail account for correspondence with Parish Administrative Assistant.
8. The signature of the treasurer or president is required for a member to request funds from the Women's Club through the parish Business Manager. If the funds are for an officer, then that officer shall not be one of the signees.

## **Article 6 Nominations and Elections**

1. All members in good standing are eligible to hold office.
2. The Board will send out a letter to all members of the Women's Club by March 1<sup>st</sup> requesting nominations for officers for the following year. Written nominations can be sent to the Parish office or brought to the March meeting. Nominations will also be accepted from the floor during the March meeting.
3. A Nominating committee will be appointed at the March meeting. The Nominating Committee will:
  - a. Contact all nominees to verify that the nominee is willing and able to serve if elected.
  - b. Prepare ballots by the first week in April.
  - c. Present the slate of candidates at the April meeting.
  - d. Place a notice in the Church bulletin to appear the Sunday before the April meeting, announcing that written ballots will be available to members of the Women's Club from the Parish office after the April meeting for those members who are not able to attend the April meeting.
4. Voting on officers will be held at the April meeting. Announcement of the new officers will take place at the May meeting after the written ballots have been counted. Written ballots obtained from the office that are not received in the office the day prior to the May meeting date, will not be counted.
5. Installation of new officers will take place in June and new officers will assume their duties at that time. Officers-elect will be expected to attend any Board /PPC meetings prior to their installation.
6. The term of each office is one (1) year; officers can be re-elected for additional terms. No woman shall be an officer for more than five (5) consecutive years including time that she may serve as an appointed officer following a mid-term vacancy. After five consecutive years, a woman may not hold any office for at least one year, but is encouraged to remain active within the organization.
7. If an office is vacated, the Board may appoint someone to fulfill the duties of the office vacated.

## **Article 7 Standing Rules**

1. Annual dues will be paid in September. Dues will be waived for all Honorary members and members in good standing who have become permanent residents of a nursing home or are homebound.
2. All members whose dues have been paid or waived by September 30<sup>th</sup> will be listed in the annual membership booklet.
3. Robert's Rules of order will be respected during meetings.
4. Meetings will be held on the third Thursday of each month from September through May.
5. Volunteers should be solicited to lead and/or supervise the Usual Projects and Activities of the Women's Club (cf. Addendum).
6. Members are encouraged to attend the wake of deceased members.
7. Deceased members will be remembered at a Memorial Mass during November.
8. A Mass will be offered for the repose of the soul of any deceased member and/or her husband, children, or parents.

9. Standing rules may be added as needed by a majority vote of the members.
10. At the end of the fiscal year, money that exceeds the working capital shall be given to the Parish. The amount needed for the working capital for the next fiscal year will be determined by the Board based upon anticipated projects for that year. Monies may be transferred to the Parish at any time during the fiscal year by a majority vote of the Board so long as such transfer maintains a working capital for the remainder of the fiscal year.
11. The Women's Club will review its Bylaws every five (5) years or as needed.

#### **Article 8 Dissolution**

1. This organization shall remain solvent as long as there are sufficient volunteers to support its purpose.
2. In the event that there are no longer sufficient volunteers to support its purpose, consultation between the Board and PPC will determine the next step.

#### **Addendum Usual Projects and Activities of the Women's Club**

1. Projects: Funeral Luncheons ... Senior Citizens' Luncheon ... Rummage and Bake Sale... Holiday Bazaar ... Holiday Giving Tree ... Aid to women's shelters ... Lenten Soup and Salad ... Mother's Day Right-to-Life Rose Sale
2. Activities: Prayers at a member's wake ... Rosary before monthly meeting ... Participation at Women's Club Memorial Mass ... Crafters for Holiday Bazaar ... Holiday and Installation Banquets
3. Projects and Activities may be added whenever the Board and/or members determine that the new project or activity is consistent with the purpose of this organization and the membership is willing and able to support it.