

CONSTITUTION AND BY-LAWS

ARTICLE I

The name of this organization shall be: ST. JOHN THE BAPTIST WOMEN'S GUILD

ARTICLE II—OBJECT

Section 1. The object of this organization shall be to unite all women of the parish in promoting the spiritual and social welfare of its members.

Section 2. To assist the Pastor in spiritual and material undertakings for the welfare of the parish.

Section 3. The activities shall be supervised by the Spiritual Director.

Section 4. All monies raised by a Guild activity shall be fully accounted for within thirty days after the end of said activity.

ARTICLE III—MEMBERSHIP

Section 1. Membership is open to any woman who is interested in being a part of and supporting the mission and activities of St. John the Baptist Women's Guild.

Section 2. The Membership Chairperson shall announce the names of the new members at the regular meeting.

Section 3. Membership dues shall be \$20.00 per year, payable by the October meeting for inclusion in the directory. In the event of undue hardship, accommodations will be made.

Section 4. The fiscal year of this organization shall be October to May.

ARTICLE IV—OFFICERS AND ELECTIONS

Section 1. The elective officers of this organization shall be: President, Vice Presidents, Recording-Corresponding Secretary and Treasurer.

Section 2. Their term of office shall be for a period of one year or until their successor is elected and installed.

Section 3. Election shall be held at the April meeting and a majority vote shall be required for the election to office. Only members in good standing will be allowed to vote.

Section 4. All retiring officers after installation shall deliver to their successors all material pertaining to the office.

Section 5. A Nominating Committee chairperson, plus a member of the current Executive Board, shall be named by the President of the executive Board in September for the next Guild year. These two core members, along with the Pastor, will select three others from the membership at large, at their discretion, to complete the make-up of the Nominating Committee. The Committee shall meet in February to select a slate of officers for the Executive Board for the following year.

Section 6. The Nominating Committee shall recommend a slate of qualified candidates approved by the Spiritual Director:

(a) Consent of the nominee must be obtained.

(b) Recommendations may be made to the Nominating Committee in writing.

Section 7. The report of the Nominating Committee shall be given at the March meeting.

ARTICLE V—EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the Spiritual Director and all elected and appointed officers and the immediate Past President.

Section 2. It shall be the duty of the Executive Board to review the items of business pertaining to the purpose of the organization, and present recommendations thereunto.

Section 3. One third of the membership of the Executive Board shall constitute a quorum.

Section 4. All monies raised by the Guild shall be disbursed by a decision of the Executive Board with the approval of the Spiritual Director.

ARTICLE VI—MEETINGS

Section 1. The regular meeting of the organization shall be held once a month on the second Wednesday, October through May. Exceptions may be made with proper notice.

Section 2. The annual report and installation of officers shall be held in May.

Section 3. Special meetings and Executive Board meetings may

be called by the Spiritual Director or the President.

Section 4. Twenty active members shall constitute a quorum for the transaction of business at the meetings of the organization.

ARTICLE VII—OFFICERS

Section 1. The President shall preside at all meetings of the organization, appoint the chairpersons of the standing and special committees, countersign checks, fill vacancies in office subject to the approval of the Spiritual Director and the Executive Board, and perform all duties that pertain to the office. The President is ex-officio a member of all committees except the Nominating Committee.

Section 2. A Vice President, in the absence of the President, shall perform all the duties of the President and assist the President. The first Vice President shall be Program Chairperson; the second Vice President shall be Membership Chairperson.

Section 3. The Recording-Corresponding Secretary shall record the minutes of the organization as well as the meetings of the Executive Board and shall perform all duties that pertain to the office.

Section 4. The Treasurer shall be custodian of all funds, keep an itemized account of receipts and disbursements, pay bills only upon request of the Executive Board.

Section 5. All bills submitted to the Executive Board are to be paid out of the general fund.

ARTICLE VIII—PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, shall govern the proceedings of this organization in all cases not provided for in these By-Laws.

ARTICLE IX—COMMITTEES

There shall be standing committees of adequate number to carry on the work of this organization.

ARTICLE X—AMENDMENTS

Section 1 & Section 2. The Pastor and the Executive Board have authorized the special committee for revision to amend.

Section 1. The By-Laws may be amended at any regular meeting by two-thirds (2/3) vote of the members present and voting, provided that notice of the amendment has been given in writing at

the previous meeting.

Section 2. The By-Laws may not be re-written except when authorization is give by the Pastor and the Executive Board, and only by the appointment of a special committee for revision.

ARTICLE XI—ORDER OF BUSINESS

1. Call to order
2. Opening Prayer and Scripture
3. Minutes previous meeting
4. Treasurer's Report
5. Correspondence
6. Standing Committees
7. Special Committees
8. Unfinished Business
9. New Business
10. Program of Day
11. Adjournment