

BY-LAWS

OF

ST. JUDE WOMEN'S GUILD

ARTICLE I – OFFICERS

Section 1. The officers of the board shall consist of a President, Vice- President, Secretary and Treasurer elected by majority vote of the members of the Guild.

Section 2. All officers shall be elected for a term of one year, at the general Guild meeting in June.

ARTICLE II – ELECTION OF OFFICERS

Section 1. The annual election of officers shall be held at the June Guild meeting.

Section 2. Nominees for office in the Guild must be an active member for at least one year. An active member has fulfilled membership dues and has attended at least three meetings in the fiscal year ending June 30.

Section 3. All nominees shall have the approval of the Pastor.

Section 4. At the April meeting a nominating committee consisting of five members shall be appointed by the President of the Guild. The President shall appoint the chairperson of the committee.

At the May Guild meeting the chairperson of the nominating committee shall present the slate with at least one name for each office. Nominations may be made from the floor.

Absentee ballots will be available and must be returned to the chairperson of the nominating committee no later than two days prior to the June meeting.

At the June meeting, election of officers by secret ballot shall be held. The chairperson of the nominating committee will report the results on the official tally sheet. Those receiving the majority of votes cast shall be declared elected. The President shall declare the results to the membership as final. If the results are not contested, the ballots are destroyed.

Section 5. A transition meeting must be held no later than June 20th at which time all materials and records shall be transferred to the new officers.

ARTICLE III - EXECUTIVE BOARD

Section 1. The Guild Executive Board shall consist of officers of the Guild by virtue of and for the duration of their office as required for the proper functioning of the Guild and the accomplishments of its objectives. A Spiritual Director, appointed by the Pastor, is also a member of the board of the Guild. An Executive Board meeting shall be convened by the President prior to the regular meetings.

Section 2. Chairpersons of standing committees shall be appointed by the President.

Section 3. Vacancies in the Executive Board shall be filled by the President with the approval of the Executive Board.

ARTICLE IV - DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The PRESIDENT shall preside at all meetings of the Guild and of the Executive Board and shall be a member exofficio of all committees except the nominating committee. She shall appoint chairwomen of standing and special committees in accordance with Article III of these By-Laws. The President shall not serve more than two consecutive years.

Section 2. The VICE-PRESIDENT shall assume the duties of the President in her absence.

Section 3. The SECRETARY shall keep a permanent copy of the minutes of all meetings, including those of the Executive Board. She shall provide the Executive Board with a copy of the previous meeting's minutes, including attachments.

Section 4. The TREASURER shall collect all dues. She shall receive all money and deposit it within fifteen days in the Guild's bank account, pay all approved bills, and keep an account of all receipts and expenditures. She shall present an Annual Report at the September meeting in addition to a monthly report given at the Guild meetings.

Section 5. The SPIRITUAL DIRECTOR shall be a liaison with the Pastor on all spiritual aspects of Saint Jude Parish and the Women's Guild.

Section 6. The TRUSTEES. Each retiring President and Treasurer shall automatically become a Trustee to serve until the office is filled by their successor. The Trustees shall

examine the Treasurer's books at the transitional meeting every June and shall present a report at the September meeting. They may not serve more than three consecutive years.

Section 7. The EXECUTIVE BOARD shall consist of the President, Vice President, Treasurer, Secretary and Spiritual Director. The Executive Board shall meet once a month prior to the Guild meeting. Any unexpired term of an elected office shall be filled by a ballot vote of the Board of Directors within sixty (60) days.

Section 8. The CHAIRPERSONS or their representative of the standing and ad hoc committees shall render a monthly report at the Guild meeting.

ARTICLE V – MEETINGS

Section 1. Guild meetings shall be held in the Church Hall on the second Monday of each month at 6:00 P.M. There will be no meeting in the months of July and August.

Section 2. The President may call special meetings. The call shall state the purpose of the meeting. Section 3. A plurality quorum of 1/2 plus 1 of the total members present at a meeting is required to pass a motion.

ARTICLE VI – DUES

The dues for membership shall be \$10 annually, payable at or before the September meeting. The dues for an associate out of area membership shall be \$5 annually.

ARTICLE VII - FUNDRAISING

All proceeds from the following fundraising events are to be transferred to the Parish at the conclusion of each of the following events:

1. There shall be a minimum of three (3) Bake sales per year with the dates determined by the Board and Bake Sale Chairperson on or before May 1st; and
2. The Christmas Bazaar kitchen, bake sale and table rental fees.

The Executive Board may use up to \$250 for necessary Guild expenses without prior approval from the membership during each fiscal year (July 1 - June 30). In addition, \$500 shall be earmarked for kitchen improvements (non-food items); and \$1,000 shall be earmarked for a scholarship fund. Expenditures for field trips, appreciation luncheon, and kitchen improvements shall be approved by the membership. All funds shall be

accounted for in the subsequent Treasurer's Report.

ARTICLE VIII – AMENDMENTS

As provided for in Article V of the Constitution.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be parliamentary authority in procedure not covered by the Constitution and By-Laws.

Adopted: June 2018