

# **BY-LAWS OF THE WOMEN'S OF ST. PATRICK'S CATHOLIC CHURCH**

Elkhorn, Nebraska

## **The Women of St. Patrick's Mission Statement**

The Women of St. Patrick's Catholic Church, as a women's organization in St. Patrick's parish, Elkhorn, NE provides many social, spiritual and service opportunities for its members. It unites the women of the parish in a community of service and faith and offer each member the opportunity to use her individual talents. The Women of St. Patrick's assists the pastor in ministering to family life, church, social and community.

## **ARTICLE I**

### **Name**

The name of this organization is The Women of St. Patrick's Catholic Church.

## **ARTICLE II**

### **Purpose**

The purpose of this organization is to promote among its members; fellowship and spirituality and to serve the woman's needs of the Church of St. Patrick's Catholic Church and its community.

## **ARTICLE III**

### **Membership/Dues**

Members must be a parishioner of St. Patrick's Parish. Membership is realized through participation in a Women of St. Patrick's Circle. Members are required to pay annual Women of St. Patrick's dues. Individual Women of St. Patrick's Circles may determine their own requirements for meetings.

Women of St. Patrick's membership dues are \$25 per year - including Circle dues. "Year" is defined as June 1st through May 31st. The deadline for dues payment is May 31st.

## **ARTICLE IV**

### **Circles and Circle Leaders**

#### **Section 1: Circles**

The Women of St. Patrick's is divided into groups called Circles. The purpose of Circles is to provide the opportunity for women to work in smaller groups toward common goals.

As part of the Women of St. Patrick's, each Circle is strongly encouraged to participate in various Women of St. Patrick's events and functions. Circle activities that involve fundraising or are intended

for the entire membership of Women of St. Patricks or for the parish are reviewed and approved by the Women of St. Patrick's Board. All income and expenses from Circle activities must go directly through the Assistant Treasurer or Treasurer.

As part of the Women of St. Patrick's, Circles may not raise funds (from sources outside their circle) in the name of the Women of St. Patrick's. All such funds must be turned over to the Women of St. Patrick's Treasurer per Article IV. Circles need to provide an accounting summary of Circles fund related to activities.

## Section 2: Circle Leaders and Their Duties

Circle Leaders are appointed within each Circle. Circle Leaders are expected to support the Women of St. Patrick's activities and their duties include but are not limited to:

- organizing Circle meetings
- regularly attending and making an oral report at monthly Women of St. Patrick's Board meetings. Leaders must attend at least 60% of monthly Board Meetings.
- confirming all members of their Circle have registered as Women of St. Patrick's members for the year
- communicating Women of St. Patrick's information to Circle members in a timely manner

If a Circle leader is unable to attend a Women of St. Patrick's Board meeting or any other required Women of St. Patrick's function, then the Circle leader is responsible for sending a representative in her place.

## ARTICLE V

### **Women of St. Patrick's Board**

The Women of St. Patrick's Board shall be defined as and consist of the following: The Executive Board of the Women of St. Patrick's and Circle Leaders.

## ARTICLE VI

### **Executive Board and Duties**

The Executive Board shall be defined as and consist of the following officers:

President, Vice President, Membership, Secretary, Treasurer, Assistant Treasurer, Publicity, Events, and Advisor.

#### Section 1:

The President shall preside over all meetings of the Women of St. Patrick's, the Women of St. Patrick's Board and the Executive Board. The President shall be an ex-officio member of all committees except for the Nominating Committee. The President shall work with the Events Officer

to appoint committee chairpersons and shall perform other duties usually pertaining to the office of President.

#### Section 2:

The Vice President shall be a two-year commitment; in the second year the Vice President will move into the role of President. The Vice President shall preside at Board meetings in the absence of the President. The Vice President works with the Events Officer to oversee activities and fundraisers of the Women of St. Patrick's and the individual Circles. The Vice President shall chair the Nominating Committee.

#### Section 3:

The Membership Officer shall be responsible for the recruitment of members and will maintain membership records for all members of the Women of St. Patrick's.

#### Section 4:

The Secretary shall create meeting agendas and record and keep the minutes of all meetings of the Women of St. Patrick's Board. She shall send the copies of these minutes to the Women of St. Patrick's Board and Pastor within ten days of the meeting. The Secretary will also be responsible for posting to the Women of St. Patrick's website upon approval of the minutes.

#### Section 5:

The Treasurer shall handle all income as well as all expenditures and disbursements. The Treasurer shall keep records of all financial transactions, present monthly reports to the Women of St. Patrick's Board, and submit a year-end report to the general membership. All Women of St. Patrick's funds shall be deposited by the Treasurer in a bank account designated by the Women of St. Patrick's Board, Pastor and Business Manager. Only the President may sign checks in the event of disability or absence of the Treasurer. The Treasurer will present reports monthly to the Parish Business Manager.

The Assistant Treasurer will be a 2-year term. The Assistant Treasurer will work with the Events Officer to coordinate the Circle fundraising activities. The second year the Assistant Treasurer will move in to the Treasurer position.

#### Section 6:

The Publicity Officer shall be responsible for all press releases to the local newspapers and parish bulletin concerning the Women of St. Patrick's news. The Publicity Officer is also responsible for updating the Women of St. Patrick's information on the parish website and social media as needed. She is also responsible for assisting with the publicity for committee projects and special events.

#### Section 7:

The Events Officer will provide leadership for the event planning process for the Women of St. Patrick's. The Events Officer recruits and motivates committee chairs and event volunteers. She will also orchestrate the overall production, providing advice when needed, and will be prepared to make final decisions after consulting the Board.

Section 8:

The Advisory Officer, the previous past President of the Women of St. Patrick's shall remain active and act as Parliamentarian, interpret Women of St. Patrick's by-laws and assist and advise the current President on an as needed basis only and as the discretion of the existing board.

Section 9:

The Parish Stewardship and Development Director will assist the Executive Officers and will act as a liaison between the parish and parish organizations.

## **ARTICLE VII**

### **Nomination and Election of Officers**

Section 1:

The Nominating Committee shall consist of four members, Advisor, Vice President, and 2 members selected from the Circle leaders of the Women of St. Patrick's. This committee shall meet in February to nominate officers for the coming year. The Vice President, as chairman of the Nominating Committee, shall hold the meetings and contact potential candidates. Circle leaders that wish to be part of the Nominating Committee shall submit interested and be voted on in the February.

Section 2:

The report of the Nominating Committee, including the nominated persons and applicable background information, shall be submitted to the Women of St. Patrick's Board and membership in writing. Potential candidates can be self-nominated. Candidates must be an active member of St. Patrick's Parish and must be a member of the Women of St. Patrick's. Candidates should support the purposes and policies of the Women of St. Patrick's, must have knowledge of the organization and its role in the parish and the community, and must be willing to give the Women of St. Patrick's sufficient time and commitment, including attendance at all Board meetings. Candidates will provide a summary of relevant qualifications by completing a nomination form.

Section 3:

Officer elections will be held in April. New officers shall be installed in their new position at the May board meeting and assume their duties at the July board meeting.

Section 4:

If it should become necessary for an officer to resign from the position on the Women of St. Patrick's Board, such resignation shall be submitted in writing to the Women of St. Patrick's President. If an

officer must be replaced prior to fulfilling the 1-year term, the President shall immediately select a replacement with the approval of the Executive Board for the remainder of the term.

Section 5:

If the President needs to be replaced or is unable to fulfill her duties, the board will vote to determine whether or not the position should be filled. If it is determined that the vacancy be filled, a new Nominating Committee shall be formed to nominate a candidate to fill the position. The candidate must be approved by the Pastor. No person shall be appointed to the same office for more than one consecutive term unless nominated and voted on by the Women of St. Patrick's membership. No person shall serve in the same office for more than 2 terms.

Section 6:

Any Executive officer who does not fulfill the assigned responsibilities may be relieved of office by majority vote of the Women of St. Patrick's Board. Appointment of a replacement shall be made as described in Section 4 above.

## **ARTICLE VIII**

### **Meetings**

Section 1:

Regular meetings of the Women of St. Patrick's Board shall be held at a time designated by the Women of St. Patrick's Executive Board.

Section 2:

Circles will hold monthly meetings, and Circle Leaders will provide monthly updates to the Board about meetings and activities.

Section 3:

Executive Board meetings shall be called at the President's discretion or upon the request of five members of the Women of St. Patrick's Board.

Section 4:

Emergency meeting of the Women of St. Patrick's Board or Executive Board may be called at the President's discretion.

Section 5:

Newly elected officers and circle leaders shall attend the May meeting of the Women of St. Patrick's Board. It is suggested that a meeting of the new Executive Board be held prior to the May Board meeting to acquaint the new officers with their responsibilities. Also all Circle/Women of St. Patrick's Leaders will provide a written and oral report of the prior year results and activities.

## **ARTICLE IX**

### **Financial Administration**

#### Section 1:

The fiscal year shall begin on the first day of July.

#### Section 2:

All donations made in the name of the Women of St. Patrick's need to be approved by the Executive Board and the Pastor. The total amount of donations shall be based on available Women of St. Patrick's funds less amounts needed to conduct Women of St. Patrick's business.

#### Section 3:

Each Executive Board, at the conclusion of its administration, shall leave a sum of money in the Women of St. Patrick's treasury equal to the unpaid bills and obligations of the Women of St. Patrick's.

#### Section 4:

All dues and funds raised by the Women of St. Patricks, as well as all sub groups (Circles) will be placed in a central account managed by the Women of St. Patrick's Treasurer and Executive Board. Circle Leaders may request funds during monthly Executive Board meetings to be used for activities, supplies, events, etc. The Executive Board and Circle Leaders present at that monthly meeting will vote on funds being disbursed in accordance with the Voting standards as provided in Article XI in the By- Laws. The purpose of remaining funds at the end of the fiscal year will be decided upon by the Executive Board and the Circle Leaders at the year end meeting, based on recommendations of the Pastor. The Board will vote in accordance with the Voting Standards as provided in Article XI in the By- Laws.

Financial donations from other groups within the parish that offer to co-sponsor events with the Women of St. Patrick's shall be defined by the percentage of total amount donated for sponsorship and decided upon by motion and approval three months prior to the event. In addition, it will be determined whether or not the co-sponsor desires their percentage of donation to be returned.

#### Section 5:

A reserve fund of \$300 will be available to the Executive Officers to use as needed for expenses related to the operations of the Women of St. Patrick's. Use of this fund requires a majority vote of the Executive Officers and does not require a vote of the Board or a separate meeting.

## **ARTICLE X**

### **Women of St. Patrick's Standing Committees and Special Committees**

Special Events Committees may be formed as necessary to direct the various activities of the Women of St. Patrick's. Special Events Committees will work with the Events Officer and and all events must be presented and voted on at Board meetings.

Women of St. Patrick's Standing Committees are subject to change as the needs of the Parish change.

## **ARTICLE XI**

### **Voting Powers**

During the annual election of officers, all members of the Women of St. Patrick's have one vote, including Board Members and Executive Officers. Throughout the year, as items come before the Board for voting, Circle Leaders and Executive Officers have one vote per item.

## **ARTICLE XII**

### **Spiritual Advisor**

The Women of St. Patrick's Liaison shall be appointed by the Pastor.

## **ARTICLE XIII**

### **Amendments**

The Women of St. Patrick's By-Laws may be amended at any Women of St. Patrick's Board meeting by a two-thirds vote of the voting members present after notice has been provided at the previous Board meeting.

## **ARTICLE XIV**

### **Rules of Order**

The rules contained in Robert's Rules of Order shall govern the Women of St. Patrick's in all cases in which they are applicable and in which they are consistent with the rules of this organization.