

CONSTITUTION OF SAINT MARY WOMEN'S CLUB

Article I: Name

Section 1. The name of the organization shall be "Saint Mary Women's Club".

Article II: Purpose

Section 1. The purpose of the organization is to promote community through spiritual, social and educational programs for the members.

Section 2. To assist the Pastor in any activity which he designates for the organization.

Section 3. To foster devotion to the Blessed Virgin.

Section 4. To support family activities.

Section 5. To participate in the programs of the Archdiocesan Council of Catholic Women.

Article III: Membership

Section 1. All women interested in the purpose of the club are eligible for membership.

Section 2. Active Members: To be considered an Active Member, one must have paid dues and when called upon, be willing to give her support to the activities of the Club whenever she is able.

Section 3. Inactive Members: An Inactive Member is a member whose dues are paid, but is unable to actively participate in Club functions.

Section 4. Lifetime Members: Lifetime Membership is given to members who have given at least 25 years of service to the organization. Lifetime Members are exempt from dues and are entitled to all rights and privileges accorded to paid members.

Section 5. Honorary Members: As an expression of appreciation for leadership and service, all Past Presidents and the current President are Honorary Members. These members are exempt from dues and are entitled to all rights and privileges accorded to all members.

Section 6. Donation of dues by Lifetime and Honorary Members are always accepted.

Article IV: Finances

Section 1. Dues

A. The annual dues will be determined by the by-laws.

B. Dues are payable in September. Dues must be paid before a member is eligible to vote.

C. A reminder will be sent in November to those members whose dues are delinquent.

Section 2. All financial disbursements in excess of \$500.00 will require the official approval of the Treasurer and President.

Section 3. The fiscal year ends June 30th.

Article V: Voting

Section 1. Any member in good standing will have the right to vote.

Section 2. The President will determine whether voting will be open or secret.

Section 3. No business can be conducted at any meeting of this organization (Board, General Membership or Committee) unless a quorum is present. A quorum shall consist of 20% for General Membership and 50% for Board or Committee.

Section 4. Nominee names must be submitted to the Nominating Committee two weeks prior to the May General Meeting.

Article VI: Meetings

Section 1. The organization will hold four (4) General Meetings each year in September, December, February and May.

Section 2. The Board shall meet prior to each General Meeting.

Section 3. The May meeting will be the Installation meeting.

Section 4. Special meetings may be called by the President.

Article VII: Officers

Section 1. The officers of this organization shall be President, Vice President of Special Events, Vice President of Programming, Secretary and Treasurer.
A. Co-Officers are acceptable with the exception of the office of President and Treasurer. There must be consent of the President and the Moderator. Duties may also be interchanged among offices.

Section 2. The duties of the officers shall be

A. President

1. To preside over all Board and General Membership meetings.
2. To appoint/approve the Chairwomen of Standing Committees.
3. To be the ex-officio member of all committees except the nominating committee.
4. To act as one of the two official co-signers on all financial disbursements.

B. Vice President of Special Events

1. To act in the absence of the President.
2. To serve as Chairwoman of Special Events. (Special events are categorized as those events not on the regular calendar.)

3. To oversee the Hospitality Committee, acting as a resource for the chairwomen.
4. To assist the President as needed.

C. Vice-President of Programming

1. To schedule programs for the General Meetings.
2. To organize set-up and clean-up for General Meetings.

D. Secretary

1. To record minutes of all meetings.
2. To have meeting minutes available at each meeting and read if requested.
3. To post meeting minutes of General Meeting to the Women's Club web page.
4. To handle necessary correspondence.

E. Treasurer

1. To receive all monies due to the organization.
2. To pay all properly incurred bills.
3. To keep an accurate financial record of funds.
4. To give a financial report at every Board and General Meeting and when otherwise requested.
5. To act as one of the two official co-signers on all financial disbursements.

Section 3. The Executive Board will consist of the Moderator and the Officers. The failure of any Executive Board member to attend three consecutive Board meetings or three consecutive General Meetings without a valid reason shall be considered as a resignation from the Board.

Section 4. The Executive Board will be responsible for:

- A. Supervising the work of the committees.
- B. Receiving and discussing reports of Committee Chairwomen.
- C. Learning the wishes of the Moderator and transmitting these wishes to all committees.
- D. Formulating and directing the work of the whole organization.

Section 5. Within one month after the expiration of the term of office, each retiring Officer and Chairwoman shall relinquish to her successor all the material relative to her committee or office.

Article VIII: Government

Section 1. With the exception of the Moderator, the Officers shall be elected for a two year term. An officer may be elected to hold a different office, upon completion of the current term.

Section 2. The offices of President, Vice President of Special Events and Secretary shall conclude in odd years. The offices of Vice President of Programming and Treasurer shall conclude in even years.

- Section 3. Officers shall serve until their successors are installed. The installation will take place at the May meeting.
- Section 4. Chairwomen of standing committees shall assume their duties immediately upon appointment. They may be reappointed to the same committee. Responsibilities of a Chairwoman are:
- A. Each Chairwoman heads a Standing Committee and should be chosen on the basis of her ability.
 - B. Each Chairwoman directs the activities of her committee.
 - C. Each Chairwoman should periodically make public reports of the projects entrusted to her committee.
 - D. Each Chairwoman may be asked to give a talk at the General Meeting to arouse interest and secure cooperation in the work assigned to her.
- Section 5. The Moderator, the Officers, Chairwomen of the Standing Committees and Guild Leaders shall constitute the Board, the governing body of the organization.
- Section 6. Whenever the President deems it advisable, she may invite one or more members to the Board meetings.
- Section 7. Any vacancy in an elected office, except that of President, shall be filled for the remainder of the term by appointment by the President, with the consent of the Moderator. The appointee to an open office may be eligible for election to that office at the expiration of the term. If a vacancy occurs in the office of President, the Vice President of Special Events shall assume the office.

Article IX: Elections

- Section 1. Elections of Officers shall take place at the May meeting.
- Section 2. A Nominating Committee of three members shall be appointed by the President and Executive Board and shall be announced at the February General meeting.
- A. This committee shall prepare a list of candidates who have signified their willingness to serve in the office named. The list of candidates shall be presented by the Nominating Committee at the May General Meeting.
 - B. The Chairwoman of the Nominating Committee shall preside over the election of Officers.
 - C. If there is more than one candidate for an office, voting will be done by secret ballot.
- Section 3. Only Active Members are eligible for an office in the organization. All candidates for office must be paid members.
- Section 4. A majority vote of the members present shall elect the officers.

Article X: Affiliation and Delegates

- Section 1. Saint Mary Women's Club is affiliated with the Archdiocesan Council of Catholic Women and the National Council of Catholic Women. The ACCW is a federation of parish and inter-parish organizations, promoting and coordinating the religious,

intellectual, and charitable activities of these organizations, in an apostolate of Catholic Action, under the direction of the Archbishop of Chicago. The NCCW is the official organization of the United States Hierarchy. This organization directs and coordinates the apostolic work of Catholic Women in our country.

Section 2. Saint Mary Women's Club shall deem it advisable to send:

1. The President and one delegate appointed by the Executive Board to serve as official representatives of the organization to the meetings of the Vicariate and the ACCW.
2. The officers and Woman of the Year may attend the Archbishop's Luncheon. The organization will incur the expense.
3. The organization will send two representatives to the National Convention of NCCW at the discretion of the President. The organization will pay for the convention registration fee.

Section 3. All members of the organization are invited and encouraged to attend the meetings of the Vicariate and the ACCW. Saint Mary Women's Club is part of Vicariate I, Deanery B.

Article XI: Parliamentary Authority

Roberts Rules of Order, Revised is the Parliamentary Authority on all matters not covered by the Constitution or By-Laws of the Organization.

Article XII: Amendments

The Constitution, By-Laws and Customs shall be reviewed formally every five years.

The Constitution may be amended by the affirmative vote of 2/3 of the members at a meeting, provided that no vote will be taken on the intent to amend the Constitution unless notice thereof was given in advance.

Revised 2015