

CONSTITUTION AND BY-LAWS OF ST. MARY'S GUILD

JUNE 1975 - JANUARY 2011

Article I - Name

The name of this organization shall be St. Mary's Guild.

Article II - Object

The object of this organization shall be the mutual improvement of its members, the vital interests of the Church, especially assisting in meeting the financial obligations of the parish, and to contribute in every way possible to the general success of Church and school as outlined by the pastor.

Article III - Members

The membership of this Guild shall include all women and all girls who have finished high school, and are members of St. Mary's parish.

Article IV - Officers

- Section 1: The officers shall consist of a President, a Vice-President, a Secretary, and a Treasurer, who shall constitute a Board of Directors who shall be elected at the annual meeting each year and shall hold office for one year. A majority vote shall constitute an election. The regular term of office of all officers shall commence at the adjournment of the annual meeting at which they are elected.
- Section 2: The officers shall appoint a nominating committee of three at the August meeting, who will select a candidate for each office. Members at the election meeting may submit additional candidates.
- Section 3: Election of officers shall be by hand count at the November meeting. They shall assume office on January 1st and continue in office for one year. A majority of all hand counts shall constitute an election.

Article V - Officer's Duties

- Section 1: It shall be the chief duty of the President, who shall also be Chairwoman of the Board of Directors, to preside at all meetings of the Guild, to enforce a due observance of the Constitution and By-Laws, to decide all questions of order, appoint all committees not otherwise provided for, sign all warrants authorizing the payment of Guild funds, and perform such duties as her office may require. If for any reason the office of the President shall become vacant, the Vice-President shall succeed in office. In the event of a vacancy in any other office, the Board of Directors shall appoint a member to fill the unexpired term.
- Section 2: It is the duty of the Vice-President to fill in for the President when not available; be present at all meetings; to learn from the President as she will become President the following year.
- Section 3: The Secretary shall keep in a book, provided for that purpose, a record of the proceedings of the Guild, also a record of the name and residence of each member. She shall keep an accurate list of the Chairladies and members of each circle. She shall conduct the correspondence of the Guild.
- Section 4: The Treasurer shall hold all money belonging to the Guild, deposit the same in a bank and shall pay by check all bills of the Guild upon warrants signed by the President and Secretary, keep an itemized account of all receipts and disbursements and present a written report at each meeting of the Board of Directors.
- Section 5: The officers of the Guild shall constitute the Board of Directors. They shall be a standing committee to manage the affairs of the Guild holding meetings four times a year. They shall publish a financial statement at the expiration of their term of office.

Section 6: All officers within one month after retiring from office shall deliver to their successors all account books, record books, papers, together with all funds and securities and all other property of the Guild.

Section 7: A Mass shall be offered for the repose of the soul of any member who passes away.

Article VI - Advisory Board

The advisory board shall consist of the four current past presidents of the Guild, their term lasting four years. The duty of the board is to help and assist the President and officers in all matters pertaining to Guild functions, not covered by regular Guild meetings. In the event one of the past Presidents is unable to serve her term on the Advisory Board, the President may remove said person with the approval of the serving pastor. The President and the Advisory Board shall fill the vacant position from the list of past Presidents of the Guild.

Article VII - Circles

Section 1: Membership. The Board of Directors shall divide the membership into nine uniform circles, a quilting circle and an honorary circle. Two Chairladies shall be appointed from the membership of each circle.

Section 2: Dues (or Activity). The annual dues shall be \$20.00 per year. Activities may be substituted for dues, subject to the desire of the Chairladies and membership of their circle. Activities should be the equivalent of dues of \$20.00 per person.

Section 3: Honorary Circle. Honorary membership consists of ladies who have reached the age of seventy-five; also, members physically unable, who have been approved by the Pastor.

Section 4: Funeral Dinners. The nine regular circles shall be required to serve funeral dinners as appointed by the Funeral Committee. Circle 10 - quilting circle will not serve funeral dinners.

Article VIII - Amendments

Every proposed alteration, amendment or addition to this Constitution and By-Laws must be submitted in writing at the previous business meeting, and at the next regular meeting. It may be adopted by a two-thirds vote of the members present.

Article IX - Committees

Section 1: Chairladies are responsible for getting ladies to furnish food, work at funeral dinners and the annual fundraiser. There are 9 circles.

Section 2: Funeral Committee consists of four people who will alternate working at Funeral dinners and acting as hostess; shall order supplies for dinners and contact Chairladies for workers and donations. This will be a two-year commitment.

Section 3: Reception/Dinner Committee serves 3-4 receptions per year in the Parish Center, usually punch, coffee and cookies. Also serves a formal dinner for Priests, Diocesan Religious and Sisters.

Section 4: Bib Committee makes all bibs for Baptisms.

Section 5: Quilting Circle helps with construction and quilting of all quilts in the ongoing quilt project.

Section 6: Honorary Circle consists of ladies who have reached the age of 75 and had their names removed from the active list. If you would like to be on the Honorary Circle contact the Guild President.

Section 7: Nominating Committee consists of three members who select candidates for each office.

Section 8: Card Committee sends cards acknowledging guild members deaths.

Section 9: Linens and Maintenance Committee cleans, presses, and replaces the linens for Mass.

Section 10: Parish House/Convent Committee yearly arranges for cleaning & necessary updates.

(All large amounts of money spent or pledged by the Guild must be cleared by the pastor. All new appliances and repair work done that the Guild has been asked to pay for, must also be cleared by the pastor. An Annual Guild Financial report is sent to the Bishop.)