

BYLAWS for St. Joseph's Women's Guild

Article I

Membership

Membership is open to all women members of the parish.

Article II

Executive Board

The officers of the Guild shall be known as The Executive Board. The duties of the officers shall be as follows:

President

The President shall be the executive officer of the Guild, shall preside at all meetings, and shall be an ex-officio member of all committees and Circles.

Vice President

The Vice President shall assume the duties of the President in her absence and assist her with communications and oversight of all committees and Circles.

Recording Secretary

The Recording Secretary shall assist the President in preparing meeting agenda and take minutes of the Executive Board, Board of Directors, and general meetings.

Correspondence Secretary

The Correspondence Secretary shall assist with other communications for the Guild including Thank you notes.

Treasurer

The Treasurer will track internal funds.

Elections

Officers shall be elected at the Annual Guild Spring Event by written ballot and the nominees with the greatest number of votes will be considered elected. The newly elected officers shall assume their duties at the next scheduled meeting of the Board of Directors.

Article II (cont.)

The method of election shall be as follows:

The Nominating Committee shall be composed of at least three Guild members appointed by the Guild President.

The duties of the Nominating Committee shall be as follows:

- Communicate to the membership at large that they are looking for nominees who are interested in any of the open positions of the Executive Board 30 days prior to the election.
- Solicit membership for any positions without nominees.
- Call all nominees to confirm their willingness to serve.
- Prepare a written ballot with the final slate of nominees.
- Count the ballots within 24hours of the election.
- Notify all nominees of the election results.
- Communicate to the membership at large the results of the election after all the nominees have been notified.

Terms

Executive Board members shall serve a maximum of 2 consecutive years in the same office.

Article III

Board of Directors

The Board of Directors shall consist of the Executive Board, the Chairs of the Circles, and the Chairs of Special Event Committees.

Duties:

The Board of Directors shall have general charge of the affairs of the Guild.

Meetings:

The Board of Directors shall meet quarterly.

Article IV

Circles and Special Event Committees

Circles and Special Event Committees shall have a contact person or designated representative to serve on the Guild Board of Directors. All new Circles and Special Event Committees shall be approved by the Executive Board and reviewed with the Pastor as needed.

Article V

Financial Responsibility

The fiscal year of the Guild shall follow the Parish's fiscal year.

All financial business shall go through the Parish office and be overseen by the Executive Board, the Pastor, and the Parish Financial Council.

Article VI

Amendments

The initial Bylaws and subsequent amendments or additions will be:

- Reviewed and approved by the Board of Directors for proposal to the membership at large and a final draft prepared by a designated Board member.
- Sent to the membership at large for their review no later than 30 days prior to the Annual Guild Spring Event.
- Voted on by written ballot at the Annual Guild Spring Event and implemented by a majority vote and communicated to the community at large.

Any member of the Guild may propose an amendment or an addition to the Bylaws for review by the Board of Directors.

***Please note that communications to the membership at large shall be made through the Women's Guild Webpage, our bulletin board, the Parish Bulletin, and Flocknotes.**