

BYLAWS

ST IGNATIUS of ANTIOCH WOMEN'S COUNCIL

ARTICLE I – NAME

The name of this organization shall be the **ST. IGNATIUS WOMEN'S COUNCIL** and herein referred to as the Council.

ARTICLE II – MISSION STATEMENT

To support and nurture the women of St. Ignatius Parish in spiritual, educational and social endeavors, and to implement fundraising activities in support of St. Ignatius parish.

ARTICLE III – MEMBERSHIP

It is the responsibility of members to pay all dues promptly. Members should familiarize themselves with the Council bylaws, committee activities and responsibilities.

SECTION 1. CLASSES. Membership of this Council shall be of two classes: **Active and Life.**

A) Active members shall be in good standing in this Council, may vote and hold office.

B) Life membership may be given to any member whose age plus the number of years of membership equals 100; these members shall owe no dues.

SECTION 2. ADMISSION

Any woman of the St Ignatius parish interested in the mission of this Council may join by filling out a registration form and paying dues.

SECTION 3. LOSS OF MEMBERSHIP

Any member who fails to pay the required dues according to these Bylaws is automatically suspended from membership.

SECTION 4. REINSTATEMENT

Any member who was suspended for nonpayment of dues will be given the opportunity to pay dues in arrearage and their membership reinstated.

SECTION 5. PRIVILEGES OF MEMBERSHIP

A monthly Mass is offered for all living and deceased members. A special Mass is offered when a member or her spouse dies. Members attend the funeral Mass of a deceased member or her spouse. If the family requests, members will meet to pray the rosary at the calling hours and will serve cake and coffee at a reception following the funeral Mass.

SECTION 6. DUES

The dues for all active members shall be due annually, and if not paid by the November meeting shall be considered delinquent. Membership dues shall be determined by the Board and voted on by the membership.

SECTION 7. FISCAL YEAR

The Fiscal year shall be from September 1 to August 31.

ARTICLE IV- MEETINGS

SECTION 1. REGULAR MEETINGS of the Council shall be held on the third Thursday of each month from September through May unless changed by 2/3 vote of the Board and approved by the Council membership.

SECTION 2. SPECIAL MEETINGS of the Council may be called by the President upon request of the Board or a written request of five or more members of the Council. Written notice by email or phone call of the special meeting shall be given at least 21 days before the meeting. Only such business as stated in the notice can be transacted in a special meeting.

ARTICLE V – BOARD

The BOARD shall consist of the President, Vice President, Secretary and Treasurer, as described in Article V.

Standing committee chairs shall serve as Advisory Board members. The Board may appoint any special committee chair to the Advisory Board at its discretion.

SECTION 1. DUTIES

The Board shall:

- A)** Transact the general business of the Council between meetings.
- B)** Fill vacancies according to Article VI, Section 8.
- C)** Change the meeting date of the Council by 2/3 vote.
- D)** Approve the year's plans of work and programs for the committees.
- E)** Act on Council matters during the months of June through August.
Important actions taken in these interim months shall be reported to the Council at the September meeting.
- F)** Maintain fiscal policies and procedures for Board and committee chairs guidance.

SECTION 2. MEETINGS

Regular meetings of the Board shall be once a month unless otherwise voted by the Board. Special meetings may be called by the President or by three members of the Board. Every Board member must be notified by text message.

SECTION 3. QUORUM

The Quorum for all meetings of the Board shall be three members, provided the President or Vice President is present.

SECTION 4. ABSENCES

A member of the Board absent for three consecutive meetings without an unavoidable excuse shall create a vacancy in that office. Excuses for absences shall be provided to and approved by the President in advance of each Board meeting.

SECTION 5. TERM

Board members shall serve no more than three (3) consecutive two-year terms in the same position.

SECTION 6. EXPENDITURES.

The Council Board must approve of any expenditure over \$500 in advance and signed by the Council Board. Officers shall use the credit card issued to the Council by the Diocese of St. Petersburg (DOSP). If any officer wants to pay by check, she must request a check in advance from the Parish Office.

Prior to the Council President or any officer entering into any contract or agreement on behalf of the Council, the Board must approve of the contract or agreement in writing. The Council agrees to indemnify the officer signing the approved contract or agreement, and the signing officer shall bear no personal liability for any such contract or agreement.

Officers who sign contracts or agreements should add under their signature “on behalf of the St. Ignatius Women’s Council.”

ARTICLE VI- OFFICERS

SECTION 1. OFFICER DESIGNATIONS

The elected officers of the Council shall be a **President**, a **Vice President**, a **Secretary**, and a **Treasurer**.

SECTION 2. TERM

- A) The officers shall be elected at the March meeting of the even-numbered years to serve a term of two years, or until their successors are elected.
- B) Officers shall serve no more than three consecutive two-year terms in the same position.

SECTION 3. QUALIFICATIONS

All elected officers shall have been members in good standing in this Council at least one year at the time of election. Officers should demonstrate appropriate leadership and commitment to the Council.

SECTION 4. ASSUMPTION OF DUTIES

All officers shall assume their duties at the May meeting upon installation.

SECTION 5. ELECTION OF OFFICERS

A) Nominating Committee

- a. The President shall appoint a Nominating Committee of three to five members in good standing and the Board shall approve at the January meeting.
- b. The committee shall nominate one member for each elective office.
- c. The committee shall prepare a slate of nominees and shall report at the regular meeting in February. It shall also prepare the necessary ballots.

B) The Election

- a. At the regular meeting in March, the Nominating Committee will present the slate of nominees to the Council.
- b. Nominations may be made from the floor if consent from the proposed nominee is obtained.
- c. If more than one name is nominated for an office, the election shall be by ballot for that office and a majority vote shall elect.
- d. If there is only one nominee for an office, that election may be by voice and a majority vote shall elect.
- e. In the event there is a tie vote, or no majority is received by a candidate, the members shall re-ballot until a majority is received, unless a candidate should withdraw her name.

SECTION 6. DUTIES OF OFFICERS

A) The President shall:

- a. Prepare the agenda and preside over every meeting or delegate another officer to preside and provide them with an agenda.
- b. Lead the rosary at meetings and at the Women's Council Mass once a month as scheduled by the parish office or delegate to another Board member.
- c. Prepare the Council calendar submission in requested format and submit it to parish office in a timely manner.
- d. Attend parish calendar meeting led by the pastor, as appropriate, and update the Board on the results of that meeting.
- e. Create or oversee the final calendar insert to be distributed to Council members.
- f. Maintain Board member position descriptions.
- g. Lead the "Death of a Member Procedure", as described in "Attachment A."
- h. Oversee all activities or special events sponsored by the Women's Council or delegate to another Board member.

B) The Vice President shall:

- a. Upon approval by the Board, develop publicity plans related to Council events, prepare bulletin announcements in a timely manner and submit to Parish Secretary.
- b. Create and post any approved flyers or signs for any Council event.
- c. Set up hall for monthly meetings and communicate and coordinate with maintenance staff.
- d. Oversee the Kitchen Committee and its activities, as described in the Addendum to the Bylaws.
- e. Provide support at special events sponsored by the Women's Council and support President as needed.
- f. Submit calendar and event announcements to the media coordinator of the parish for posting on the Council page of the parish website and Facebook page.

C) The Secretary shall:

- a. Maintain records for the smooth operation of the Council, to include:
 - i. Take minutes for all general meetings.
 - ii. Report minutes at the following general meeting.
 - iii. Maintain digital copies of all Council documents, e.g., calendar, membership application form, and Council procedures.
- b. Maintain and update the membership database:
 - i. Add new members as they join, and update the list monthly for Board members, if changes made.
 - ii. Communicate all new member info to the Caritas office via email.
- c. Record attendance for all meetings, and communicate to the Kitchen Committee.
 - i. Provide new member names to the Director of Communication to order new name badges.
 - ii. Provide new members with name badges; all members shall retain their own name badges for use at Council meetings.
- d. Answer all correspondence for the Council and inform officers of the communication.

- e. Send “thank you” notes for donations or services provided to the Council.
- f. Submit the calendar and approved Bylaw revisions to Director of Communications for posting on the Women’s Council page of the parish website.
- g. Special Projects:
 - i. Draft membership letter and calendar insert for Board review/approval. Mail membership letter and calendar to all members in August. Ask the Parish office to cover the postage for this group mailing.
 - ii. Provide support at Council special events, as needed.

D) The Treasurer shall:

- a. Prepare the monthly financial statement of all receipts and disbursements, and provide a copy to the President and Secretary.
- b. Prepare and provide a summary report to membership at general meetings.
- c. Receive and disburse Council funds:
 - i. Obtain receipts to support disbursements.
 - ii. Maintain records to be submitted for audit.
 - iii. Reconcile bank account monthly and reconcile with the Diocese of St. Petersburg (DOSP) statement.
 - iv. Act as 50/50 and raffle point of contact for the Board, collecting all event funds and providing said funds to the St. Ignatius parish office within 48 hours of receipt, obtaining from the parish office a receipt indicating the amount of funds provided. The parish office shall deposit said funds into the St. Ignatius bank account, and further provide a bank deposit slip to the Treasurer.
- d. Request a “Donation Letter” from parish office about two months before the event; provide Donation Letter to Board members and any Council member who may be soliciting donations.
- e. Provide support at Council special events, as needed.

SECTION 7. OFFICERS’ FILES

Officers shall keep up-to-date files of their work, plans, achievements, and recommendations and deliver them to their successors by May 30.

SECTION 8. VACANCIES

- a.** In the event of a vacancy in the office of President, or the inability of the President to adequately perform the duties of that office, the Vice President shall assume that office and duties automatically.
- b.** In the event of a vacancy in the office of Vice President, the Secretary and Treasurer shall jointly assume that office and duties automatically.
- c.** In the event of a vacancy occurring in the offices of both President and Vice President, the duties of the President and Vice President shall be assumed and shared between the Secretary and Treasurer until such time as a new President and Vice President are elected by the Membership.
- d.** All other vacancies shall be filled by a majority vote of the Board to serve until the next election.

Any officer having served at least half a term shall be considered as serving a full term for reelection, but if one has served less than half a term, shall be considered as never having served, in consideration for election to office.

ARTICLE VII – COMMITTEES

SECTION 1. SPECIAL COMMITTEES are specific committees reflecting the needs of the Council, which may arise on a temporary basis. Chairs of these committees report to the President or Vice President, as directed.

- A) Kitchen
- B) Events

The duties and responsibilities of any Special Committee and the respective Committee Chair are attached hereto in an Addendum to these Bylaws.

All fundraising and events shall be coordinated with and approved in advance by St. Ignatius of Antioch Catholic Church, under whose IRS Section 501(c)(3) status the Council operates.

SECTION 2. STANDING COMMITTEES

- A) The BYLAWS COMMITTEE** shall consist of three to five members whose duties shall be to study the bylaws and consider the needs for amendments and present them to the Board for approval, which will present to the Council for adoption.

B) The NOMINATING COMMITTEE shall make the nominations for the officers as per Article VI, Section 8. The Nominating Committee chair and members shall be selected and appointed by the President and approved by the Board at the January meeting.

SECTION 3. PRESIDENT’S ROLE. The President shall be an ex-officio member of all committees except the Nominating Committee and must be notified of all committee meetings. All members of a committee must be notified by email or telephone of each committee meeting, and a majority of the committee must be present to be considered at a legal meeting of the committee.

SECTION 4. COMMITTEE DOCUMENTATION. Reports and files shall be kept by committee chairs and shall contain proper correspondence, plans, copies of reports and recommendations for the next committee chair. These files shall be delivered by chairs to their successors within ten days after completing their term. Progress reports shall be given at meetings as requested by the President.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The newly revised Bylaws shall govern the proceedings of the Council in all cases. Meetings shall be governed by Robert’s Rules of Order, Newly Revised.

ARTICLE IX – DISSOLUTION

In the event of dissolution of this Council for any reason, all assets remaining after payment of expenditures shall be distributed to St. Ignatius of Antioch Catholic parish. None of the funds shall be distributed to any individual member. The distribution of remaining funds shall be according to the IRS Section 501 (c)(3), or amendments thereto.

ARTICLE X – AMENDMENTS

These Bylaws may be amended at any regular meeting or at a special meeting by a two-thirds (2/3) vote of the members present and voting, provided written notice via email was given at least thirty (30) days prior to the meeting. Members who do not have email addresses shall be sent a notification by US mail.

Approved and adopted this ____ day of _____ 2025.

ADDENDUM

WOMEN'S COUNCIL SPECIAL COMMITTEES

A) Kitchen

- i.** Ensure dining room tables are set with centerpieces from items in the Council cage.
- ii.** Monitor clean-up of dining room after monthly meetings and Council events, e.g., clearing tables for funeral reception after departure of family.
- iii.** Enlist a crew, update the crew on the kitchen responsibilities and procedures, communicate with the crew regarding any concerns, and take appropriate action.
- iv.** Ensure luncheon and receptions are timely served and the kitchen is left in proper order.
- v.** Collect donations for raffle prizes and door prizes for special events, to include: Fundraising Events and Christmas Party.
- vi.** Assemble baskets/items and door prizes in advance. Label raffle ticket containers and write descriptions for baskets/items. Provide the Council Secretary with a list of donors for thank you notes.
- vii.** Maintain bakers volunteer list; contact three volunteer bakers, as needed, for funeral receptions.

- B) Events** – Duties and responsibilities shall be assigned when an Event Committee is formed on an ad hoc basis, as needed, for any upcoming event.