

BY-LAWS

ST IGNATIUS 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.

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. They have no dues owed.

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 By-laws 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 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 1st to May 30th.

ARTICLE IV – OFFICERS

SECTION 1.

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

SECTION 2. TERM

- A) The officers shall be elected at the meeting in March 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 (1 or 2) years at the time of election. Officers should demonstrate appropriate leadership and commitment to the council.

SECTION 4.

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

SECTION 5. ELECTION OF OFFICERS

A) Nominating Committee

- a. Nominating Committee of three to five members in good standing shall be appointed by the President and approved by the Board at the January meeting.
- b. This committee shall nominate one member for each elective office.
- c. It 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.
- 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.

C) Section 6. 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 First Vice President shall assume that office and duties automatically.
- b.** In the event of a vacancy in the office of First Vice President, the Second Vice President shall assume that office and duties automatically.
- c.** In the event of a vacancy occurring in the offices of both President and First Vice President, the Second Vice President shall assume the office of President. If this should occur, the Board may fill these vacancies by a two-thirds (2/3) vote of those present and voting.
- d.** All other vacancies shall be filled by a majority vote of the Board to serve until the next election.
- e.** 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 V. DUTIES OF OFFICERS

SECTION 1.

A) The President shall:

- a.** Prepare agenda and preside over every meeting or delegate another officer to preside and provide them with an agenda.
- b.** Lead or delegate the rosary at meetings and at the Women's Council's Mass once a month as scheduled by the parish office or delegate to another board member.
- c.** Prepare calendar submission in requested format and submit it to parish office in a timely manner.
- d.** Attend calendar meeting lead by the pastor 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”
- h. Oversee all activities or special events sponsored by the Women’s Council or delegate another board member to take her place.

B) The First Vice President shall:

- a. Upon approval by the board for publicity, plans in advance of postings or ordering, prepare bulletin announcements in a timely manner and submit to Parish Secretary.
- b. Create and post any approved flyers or signs for any event.
- c. Set up hall for monthly meetings and communicate with maintenance staff.
- d. Ensure dining room tables are set with centerpieces from items in the WC cage.
- e. Monitor clean-up of dining room after events. (Tables for funeral reception cleared after family gets up to leave)
- f. Maintain bakers volunteer list.
- g. Contact 3 volunteer bakers, if needed, for funeral receptions.
- h. Provide support at special events sponsored by the Women’s Council and back up President as needed.

C) The Second Vice President shall:

- a. Collect raffle prizes and door prizes for special events.
 - i. Fundraising Events and Christmas Party
- b. Request “Donation Letter” from parish office about 2 months before the event. Give board members a copy and any council member who is soliciting donations.
- c. 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.
- d. Manage the Kitchen Operations including enlisting a crew, updating the crew on the kitchen responsibilities and procedures, communicate with the crew regarding any concerns and take appropriate action.
- e. Ensure luncheon and receptions are served timely and the kitchen is left in proper order.

- f. Provide support at special events sponsored by the Women's Council.

D) The Secretary shall:

- a. Maintain records for the smooth operation of the Council by
 - i. Taking minutes for all general meetings
 - ii. Report minutes at the following general meeting
 - iii. Maintain digital copies of all Council documents (i.e., calendar, membership application, procedures.
- b. Keep membership database.
 - i. Coordinate the phone tree callers, add new members as they join, update the list each time for callers and board members.
 - ii. Communicate all new member info to the Sunshine Chairperson, Caritas office and Parish Office.
- c. Record attendance for all meetings.
 - i. Create and put out name tags and sign-in sheet at each meeting.
 - ii. Ensure all new members get a copy of the directory plus any updates.
- 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 calendar and event announcements to the media coordinator of the parish for approval and posting on the Women's Council page of the parish website.
- g. **Special Projects:**
 - i. Every two years or as necessary, prepare the new directory.
 - ii. Ask Mr. Dobies to pay for some/all the publishing cost and work with the printer.
 - iii. Give a copy to the Pastor, Parish Office Secretary, our Spiritual Director, and the Caritas Office.
 - iv. Periodically, give members an updated list of new members, along with the Caritas and Parish office.

- v. 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.
- h. Provide support at special events sponsored by the Women's Council.

E) The Treasurer shall:

- a. Prepare the monthly financial statement of all receipts and disbursements. Give a copy to the President and Secretary
- b. Summary report presented to membership at business meetings.
- c. Receive and disburse funds of the Council.
 - i. Receipts to be obtained to support disbursements.
 - ii. Records maintained to be submitted for audit.
 - iii. Reconcile bank account monthly.
- d. Act as 50/50 and raffle point of contact for the board.
- e. Provide support at special events sponsored by the Women's Council.

SECTION 2. OFFICER'S FILES Officers shall keep up to date files of their work, plans, achievements, and recommendations and deliver them to their successors by May 30.

ARTICLE VI- 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 VII- BOARD shall consist of the President, First Vice President, Second Vice President, Secretary and Treasurer.

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. THE BOARD SHALL:

- A)** Transact the general business of the Council between meetings.
- B)** Fill in vacancies according to Article IV.
- 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. 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 3 members of the Board. Every Board member must be notified by text message.

SECTION 3. The Quorum for all meetings of the Board shall be 3 members provided the President or First Vice President is present.

SECTION 4. A member of the Board absent for 3 consecutive meetings without an unavoidable excuse shall create a vacancy in that office. Excuses for absences shall be given and approved by the President before each meeting.

SECTION 5. Board members shall serve no more than 3 consecutive two year terms in the same position.

ARTICLE VIII – COMMITTEES

SECTION 1. SPECIAL COMMITTEES are specific committees reflecting the needs of the Council. Chairs of these committees report to the First Vice President or President as directed.

- A) Fund Raising
- B) Events

SECTION 2. STANDING COMMITTEES

A) THE BY-LAWS COMMITTEE shall consist of three to five members whose duties shall be to study the by-laws and consider the needs for amendments and present them to the Board for approval and to the Council for adoption.

B) The NOMINATING COMMITTEE shall make the nominations for the officers as per Article IV. The chair and membership are selected and appointed by the President and approved by the Board at the January meeting.

SECTION 3. The President shall be ex officio member of all committees except the Nomination 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. 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.

SECTION 5. EXPENDITURE: The WC Board must approve of any expenditure over \$500 in advance and signed by the WC Board. Prior to the WC President or any officer entering into any contract or agreement on behalf of the WC, the Board must approve of the contract or agreement in writing. The WC 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 X – PARLIAMENTARY AUTHORITY

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

ARTICLE XI – DISSOLUTION

In the event of dissolution of this Council for any reason, all assets remaining after payment of expenditures shall be distributed to the 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 © (3), or amendments thereto.

ARTICLE XIII – AMENDMENTS

These by-laws 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.

