

ST. MARY'S PARISH GUILD

CONSTITUTION

and

BYLAWS

North Attleborough, Massachusetts

Bylaws Committee:
Donna Gilmore, Chairperson
Sylvia Eighmy
Francine Leary
June Mann
Norma McCarthy
Connie Schnack
Margaret Smith
Agnes Woodbury

Amended October 12, 2010

CONSTITUTION

Article I

Name

St. Mary's Parish Guild

Article II

Mission

The mission of St. Mary's Parish Guild is to unite all Catholic women in spiritual, educational and social activities through their shared commonality of Catholicism and friendship.

Article III

Membership

All members of St. Mary's Parish Guild must be Catholic women of good standing.

Article IV

Officers and Spiritual Advisor

The officers of St. Mary's Parish Guild shall be a President, Vice President, Secretary, and Treasurer, along with a Spiritual Advisor.

Article V

Meetings

Meetings shall be held once a month from September through May. Executive Board meetings shall be called at the discretion of the President.

Article VI

Amendments

Amendments to the Constitution require a majority vote of members present.

BYLAWS

Article I

Membership

Membership is limited to Catholic women of good standing.

Article II

Dues

Annual dues for membership shall be \$10.00. All dues shall be payable at the opening banquet.

Members who have not paid their dues for the current year by the November meeting will be notified of their delinquency by the Secretary just after the November meeting. If dues are not paid two months after notification, the member will be dropped from membership. In case of hardship dues may be waived at the discretion of the Executive Board.

Article III

Powers and Duties

The powers and duties of the officers shall be as follows:

Spiritual Advisor:

The Spiritual Advisor shall be the Pastor or another person appointed by him who shall be the spiritual advisor of the Guild.

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. She shall perform all duties usually pertaining to the office.

Vice President:

The Vice President shall assume the duties of the President in her absence and assist her when necessary.

Secretary:

The Secretary shall conduct the general correspondence of the Guild. She shall keep an accurate list of all members of the Guild, the minutes of all meetings, and files of all reports. She shall keep a list of all committees and the members of each.

Treasurer:

The Treasurer shall be the custodian of the funds of the Guild and shall collect all dues and receive all monies. She shall submit all bills with a financial statement at regular meetings and shall pay all bills authorized and approved by the Guild.

Elections

Officers shall be elected at the April meeting of the Guild for the term of one year. They shall assume their duties immediately after the May meeting.

The method of election shall be as follows: At the April meeting of the Guild, nominations shall be made by the Election Committee or from the floor of members present. The Election Committee shall be composed of three members appointed by the President. Nominations will be voted upon by either written ballots or oral vote of the members present. All written ballots shall be counted by the Chairman of the Election Committee. The candidate receiving the greatest number of votes will be considered elected.

Article IV

Board of Directors

Number and Term: The Board of Directors shall consist of the elected officers, the immediate Past President, the Chairperson or designee of the committees involving administrative and program responsibilities and three (3) members to be appointed by the President. The Chairpersons of all committees shall be appointed by the Executive Board except as otherwise provided.

- a. ***Duties:*** The Board of Directors shall have general charge and control of the affairs and funds of the Guild.
- b. ***Vacancies:*** All vacancies on the Board and in any other elected office shall be filled by appointment of the Board. An appointment is effective until the next elective meeting
- c. ***Meetings:*** The Board of Directors shall have a meeting at least once per year the discretion of the President.
- d. ***Quorum:*** A majority of the Board shall constitute a quorum.

Article V

Committees

The following committees will be appointed, whose functions are as listed:

Sunshine Committee: The Sunshine Committee shall consist of one (1) member appointed by the President for the period of one (1) year.

Election Committee: There shall be an Election Committee, whose function shall be to tabulate or submit names for election in accordance with ***Article III Elections***. The Election Committee shall consist of three (3) members of the Guild appointed by the President at a Board meeting. The President shall also appoint the Chairperson of the committee.

Audit Committee: The books will be closed on May 31 each year, and the Pastor or his designee will audit same. The audit will be conducted once a year.

Publicity Committee: One member, appointed by the President, shall be responsible for all publicity of the Guild. It is the duty of that person to contact chairpersons of upcoming events. Notice of upcoming events shall be published three (3) weeks in advance in the parish bulletin. All publicity notices shall be reviewed by the President before publication.

Article VI

Meetings

Regular Meeting: The Regular Meeting of the Guild shall take place on the second Tuesday of each month from September through May unless otherwise stated by the Board of Directors.

Special Meeting: A Special Meeting may be called by the President or any of the three Directors at any time, with approval of the President. Notice of the time and place of such special meetings shall be given to members of the Guild by the Secretary.

Article VII

Financial Arrangements

The fiscal year of the Guild shall be from June 1 to May 31.

Article VIII

Amendments and Rules of Order

The Constitution and Bylaws shall be amended only at a special meeting of members of the Bylaws Committee, appointed by the President. Proposed amendments of the Constitution and Bylaws will be presented by the Chairperson of said committee to the membership for a majority vote of the members present.

Robert's Rules of Order shall be the Parliamentary authority for all matters of procedure not specifically covered by the Bylaws or by special rules of procedure adopted by the Guild.

Supplementary to Bylaws

All meetings shall be opened with Memorare and closed with the Our Father, Hail Mary, and Glory Be prayers.

Upon the death of a member, a delegation representing the Guild will recite a decade of the Rosary, and/or short prayers, at the funeral home. As many members as possible will be expected to attend.

A spiritual bouquet will be sent upon the death of a member or a member's immediate family by the Sunshine Committee.

The financial results of all fund-raising endeavors shall be confined to the needs/projects of the St. Mary of the Immaculate Conception Parish.