

**BY-LAWS**  
**SACRED HEART LADIES' GUILD**

**ARTICLE I            NAME**

The name of the organization shall be the Sacred Heart Ladies' Guild (SHLG) governed by these By-Laws as defined in the constitution.

**ARTICLE II           PURPOSE (see Constitution)**

**ARTICLE III           MEMBERSHIP**

**3.1                    Criteria for Membership**

- 3.1.1** Registered women parishioners of Sacred Heart Catholic Church become active members of the SHLG by attending at least two regular meetings per year.
- 3.1.2** Inactive SHLG members, who are no longer able to attend regular meetings, are welcome to participate in Guild and committee activities as able. Inactive members may not vote on matters at membership meetings.
- 3.1.3** Women who attend SHLG meetings but are not registered members of the parish are welcome to participate as committee members but may not serve as a committee chairperson or vote on matters at a membership meeting.

**3.2                    Membership Responsibilities**

- 3.2.1** Active members are encouraged to participate fully in any committee in which they are interested.
- 3.2.2** All active members are requested to participate in providing support to committees, when requested, even if they do not serve on that committee.

**ARTICLE IV           MEMBERSHIP MEETINGS**

SHLG will meet on the first Monday of each month, from September through June, except when the first Monday of the month is a holiday or Holy Day. In that case the meeting will occur on the second Monday of the month. No membership meeting is held in July or August; however, committee activities may continue.

**ARTICLE V            OFFICERS**

**5.1                    Duties of Officers**

**5.1.1                President**

- 5.1.1.1** The President of the SHLG shall preside over all member meetings.
- 5.1.1.2** By ex-officio the President shall oversee all committees and activities of the SHLG.
- 5.1.1.3** The President shall serve as the liaison between the SHLG and the Pastor, the Pastoral Advisory Council, other parish organizations and the parish at large.
- 5.1.1.4** The President shall submit the approved budget to the Finance Council chairperson by no later than June 15<sup>th</sup>.
- 5.1.1.5** The President shall review draft minutes of membership meetings, distribute reviewed minutes and other meeting documents such as agenda, budgets, etc.
- 5.1.1.6** The President shall ensure an updated membership list and an updated committee chairperson list are maintained.

### **5.1.2 Vice President**

- 5.1.2.1** The Vice President shall preside over membership meetings in the absence of the President.
- 5.1.2.2** The Vice President shall assist the President in the discharge of her duties as needed.
- 5.1.2.3** The Vice President shall identify, secure and schedule speakers for SHLG membership meetings. She will obtain approval from pastor for each speaker and provide support to speakers in advance of and at the membership meetings.
- 5.1.2.4** The Vice President shall provide an opening prayer for membership meetings.
- 5.1.2.5** The Vice President shall review draft minutes of membership meetings.

### **5.1.3 Secretary**

- 5.1.3.1** The Secretary shall record the minutes of the membership meetings.
- 5.1.3.2** The Secretary shall submit a draft of said minutes to the President, Vice President and Treasurer who will review for accuracy.
- 5.1.3.3** The minutes shall become the official records of the SHLG upon approval of the membership at the following membership meeting.
- 5.1.3.4** The Secretary shall provide an electronic copy of the meeting minutes to the President for distribution via email to the membership.

**5.1.3.5** The Secretary shall compose and send thank you notes and other correspondence as needed on behalf of the SHLG members.

#### **5.1.4 Treasurer**

**5.1.4.1** The Treasurer shall maintain an accounting of the funds held by the parish in the name of the SHLG.

**5.1.4.2** The Treasurer shall obtain monthly accounting statements from the parish bookkeeper to validate the SHLG current financial status.

**5.1.4.3** The Treasurer shall prepare a monthly report of expenses and income for the membership meetings.

**5.1.4.4** The Treasurer shall prepare for all fund-raising events by securing change before the event, securing monies gathered during fund-raisers or committee functions and submitting these monies to the parish bookkeeper with a report of SHLG proceeds and expenses.

**5.1.4.5** The Treasurer shall prepare the budget for the following year based on anticipated committee needs, income raised the prior year and plans for the upcoming year. The budget shall be completed by the end of April so the Officers can discuss and finalize it before presenting it to the membership for approval at the May membership meeting.

**5.1.4.6** The Treasurer shall report to the membership an accounting of all SHLG income and expenses for the previous year at the September membership meeting.

**5.1.4.7** The Treasurer shall review the draft minutes from the membership meeting.

#### **5.2 Election of Officers**

**5.2.1** A nominating committee of three or more active SHLG members shall be appointed by the SHLG President at the March meeting.

**5.2.2** The nominating committee shall assemble a field of candidates, at least one for each office, either by accepting names of volunteers or recruiting prospective candidates.

**5.2.3** The nominating committee shall present a slate of candidates at the April membership meeting.

**5.2.4** The nominating committee shall place a notice in the parish bulletin for the two weekends before the May membership meeting stating the date of the election and the slate of officers.

**5.2.5** The election shall occur at the May membership meeting. Election is accomplished by majority vote of attendees at the May meeting.

- 5.2.6 Installation of officers is held at the June membership meeting.
- 5.2.7 Transition of responsibilities between outgoing and incoming officers shall occur in June, with incoming officers assuming responsibility for SHLG functions on July 1<sup>st</sup>.
- 5.2.8 Outgoing officers shall assist incoming officers by answering questions, turning over all SHLG materials and documents and providing support during the transition.
- 5.2.9 The incoming officers shall preside over the membership meetings beginning with the September meeting.

## **ARTICLE VI**

### **COMMITTEES/COMMITTEE CHAIRPERSONS**

#### **6.1 Committees**

- 6.1.1 Requests for new committees may be made by SHLG membership, current officers, or the Pastor. Requests for a new committee shall be presented for discussion at the membership meeting.
- 6.1.2 The President may form an ad-hoc committee to handle responsibilities that arise in the course of SHLG business. This will only become a standing committee if the responsibilities become recurrent from year to year.
- 6.1.3 Standing committees may be dissolved by motion, discussion and vote at a membership meeting.

#### **6.2 Committee Chairpersons**

- 6.2.1 Committee chairperson recruitment should begin in June of each year and continue until all necessary positions are filled. Vacancies in committee chairpersons shall be filled by Presidential appointment following recruitment or volunteering from the membership.
- 6.2.2 A record of current committee chairpersons shall be maintained by the President and made available for reference at all membership meetings.
- 6.2.3 Committee chairperson shall maintain a list of current committee members and recruit replacement members as needed.
- 6.2.4 Committee chairpersons shall submit an Annual Committee Report by no later than June 1<sup>st</sup>. These reports will be maintained in the SHLG documentation held by the President.
- 6.2.5 Committee chairpersons shall provide all committee expense receipts and event proceeds to the SHLG treasurer.

**ARTICLE VII FINANCIAL STRUCTURE**

- 7.1** The budget shall be provided to the Finance Council chairperson for inclusion in the parish budget.
- 7.2** All SHLG proceeds and expenses shall go through the parish bookkeeper for processing.
- 7.3** The officers, after discussion with the membership, shall direct the distribution of the excess funds to charities agreed upon by a majority of members at a membership meeting.
- 7.4** Expenses falling outside the approved budget shall be discussed at a membership meeting and approved by the membership.

**ARTICLE VIII POLICIES AND PROCEDURES**

Operation of the SHLG is dependent on these By-Laws and guided by the Constitution.

**ARTICLE IX AMENDMENTS**

All proposed amendments of this By-Laws shall be presented, in writing and oral motion, at a membership meeting. A discussion of the proposed amendments may be honored if time allows at that meeting. Otherwise, the motion's discussion and possible vote may be taken on the proposed amendments at the next scheduled membership meeting. Written notice of the motion to amend must be sent to the President at least 14 days before the membership meeting so that it may be added to the agenda and be sent out to the membership by the President, via email, at least one week before a vote can be taken. The vote requires approval of the majority of members in attendance at the membership meeting and is conducted by the Chair (President) of the meeting.

**ARTICLE X DISSOLUTION**

- 11.1** Upon dissolution of the SHLG, the assets shall be distributed as follows: all liabilities and obligations of the organization will be paid, satisfied and discharged.
- 11.2** Upon dissolution of the SHLG, all SHLG services provided to the Pastor and the parish shall be terminated.
- 11.3** Upon dissolution of the SHLG, after satisfaction of all financial obligations of the SHLG, any remaining funds in the SHLG line item in the parish account will be distributed to local charities as directed by the SHLG officers.