

St. Timothy Women's Club BYLAWS

ARTICLE I: Name

The name of this organization shall be "The St. Timothy Women's Club."

ARTICLE II: Mission Statement

St. Timothy Women's Club is a Christian organization which endeavors to do God's work fostering community service, promoting stewardship and nourishing spiritual growth for all women of the parish.

ARTICLE III: Membership and Meetings

Section 1: The Board of Directors shall consist of the following elected officers: President, Vice-President, Treasurer, Corresponding Secretary/Membership Chair, Recording Secretary, Hospitality Chair(s), and immediate past president.

Section 2: General membership meetings will be held monthly from August through May. Board Meetings shall be held monthly, August through May, or as deemed necessary by the President and the Board of Directors. Additionally, an organizational meeting of the Board of Directors may be held in June or July.

Section 3: Procedure, debate and voting shall be in accordance "Roberts Rules of Order."

Section 4: The Board of Directors shall prepare an annual budget which shall be presented to the general membership at the October meeting. This budget will be voted on by the general membership and must be approved by majority vote of those in attendance and meeting the voting eligibility requirements as described in Section 5 of this Article.

Section 5: Membership is open to any woman of the Parish and each yearly membership period shall be from August through May. Dues shall be set by the Board of Directors and collected by the Treasurer. Members who have paid their dues for the year shall receive the monthly newsletters and other communications from the Club and are permitted to vote at Women's Club Meetings.

ARTICLE IV: FINANCES

Section 1: The Board will submit a quarterly report to the Finance Council. The Treasurer will report the financial status of the Women's Club to the general membership at the monthly general meetings. The Treasurer will also report the financial status of the Women's Club at the monthly Board meetings.

Section 2: The Board has authority to spend up to \$1,000 dollars at its discretion. Any expenditure above \$1,000 must be approved by a majority of the General Membership in attendance at the General Meeting at which the vote is taken. Any expenditures above \$500, not previously voted upon by the general membership but approved by the Board, will be included in the finance report provided at each monthly meeting.

ARTICLE V: ELECTIONS

Section 1: A slate of Officers shall be assembled by the current Board, or by a Nominating Committee consisting of current Women's Club Members, which will be assembled in March. The slate shall be presented and voted on at the April General Meeting, and the new officers shall be installed at the May General Meeting/End of Year Dinner.

Section 2: Terms of Service. The term for each officer shall be for 2 years. However, if an officer would like to stay in her position for an additional year, and there are no other nominees for that position, a third year shall be allowed. Officers are discouraged from remaining in a particular office for a period of more than 3 years. The terms of the elected officers shall be from July 1 through June 30.

Section 3: Vacancies. Vacancies will be filled at the discretion of the Board of Directors.

ARTICLE VI: OFFICERS & COMMITTEES

Section 1: President. The President shall:

- preside over all Board and General Meetings;
- be the lead communicator to the Pastoral Counsel Representative;
- coordinate and schedule the calendar of events with Church staff;
- set agenda for all Board and General Meetings;
- coordinate representation for all Church new welcoming member meetings; and
- be the lead communicator to the Parish and Parish Staff for all Women's Club related activities and events.

Throughout the course of the year, the responsibility for coordinating information with the Parish and Parish Staff may be delegated to other Board or Women's Club members, as appropriate and agreed upon by the President.

Section 2: Vice-President. The Vice President shall:

- assist the President in all aspects of the President's responsibilities;
- assume the role and responsibilities of the President, in the event of the President's absence; and
- assist the president in other matters as needed.

Section 3: Treasurer. The Treasurer shall:

- submit monthly financial reports at the Board and General meetings;
- collect dues and other monies collected by the Club;
- write checks and pay bills for expenses incurred by the Women's Club;

- help determine the budget for the upcoming year;
- keep historical financial statements;
- provide semi-annual financial reports to the Finance Council;
- reconcile and balance the bank statements on a monthly basis;
- account and reconcile event proceeds, expenses, and prepare event income and expense statements; and
- coordinate with the Corresponding Secretary/ Membership Chair to make sure dues statements and current membership numbers are accurate.

Section 4: Recording Secretary: The Recording Secretary shall:

- record minutes of the general and board meetings;;
- distribute minutes to the board members in a timely manner; and
- assist the president in other matters as needed.

Section 5: Corresponding Secretary/ Membership Chair: The Corresponding Secretary/ Membership Chair shall:

- prepare and distribute the newsletter and/or other membership communications each month from August through May to all members;
- maintain the membership list to have available, as needed or requested by the Board and other members;
- keep membership list up to date throughout the year, adding new members as required; coordinate with treasurer to make sure membership list and money collected for dues is accurate;
- set up email accounts and send out newsletters, notices, etc.;
- update information, as appropriate, on any social media platforms utilized (i.e. Facebook or other platforms deemed useful); and
- send out letters, correspondence, thank you notes, get well cards, sympathy cards and any other correspondence as needed or requested by the President or the Board. Note: job function for sending out notes, cards, other manual correspondence can also be assigned to an alternate member of the board and/or delegated Women's Club member if needed, to support the overall role of the Corresponding Secretary/Membership Chair.

Section 6: Hospitality Chair(s): The Hospitality Chair(s) shall:

- lead the Hospitality Committee, comprised of up to 3 members, as needed, to support hospitality activities of the club;
- decorate and purchase/order wine, cheese, paper products and other items needed for the Wine and Cheese Social in August;
- set up snack and drink schedule for general meetings;
- remind members that are scheduled to bring snacks/drinks for each meeting;
- set up snacks and drinks at each meeting;
- clean up after meetings;
- provide beverages for each General Meeting; and
- assist with overall social related activities for each General Meeting, as needed.

Section 7: Immediate Past President

- The immediate Past President is invited to continue participation on the Board, as desired, for the year following the end of their term to provide continuity and general support to the current president and Board.

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Section 8: The Board may appoint standing and ad hoc committees as needed.

ARTICLE VII: QUORUM

A majority of the members of the Board shall constitute a quorum at Board Meetings; a two-thirds (2/3) majority of the members PRESENT and VOTING shall constitute a quorum at General Meetings.

ARTICLE VIII: AMENDMENTS

These By-Laws may be amended by majority of the Board of Directors and ratified at a meeting by a two-thirds majority vote of the general members present and voting. These bylaws have been approved by the St. Timothy Women's Club on 10/19/2009. By-laws were reviewed/voted/updated September 19, 2016.

Update: September 19, 2016