

**BY-LAWS OF THE WOMEN OF ST. PATRICK’S CATHOLIC CHURCH**

Elkhorn, Nebraska

**The Women of St. Patrick’s Mission Statement**

The Women of St. Patrick’s Catholic Church, as a women’s organization in St. Patrick’s parish, Elkhorn, NE provides many social, spiritual, and service opportunities for its members. It unites the women of the parish in a community of service and faith and offer each member the opportunity to use her individual talents. The Women of St. Patrick’s assists the pastor in ministering to family life, church, social and community.

**ARTICLE I**

**Name**

The name of this organization is The Women of St. Patrick’s Catholic Church.

**ARTICLE II**

**Purpose**

The purpose of this organization is to promote among its members; fellowship and spirituality and to serve the woman’s needs of the Church of St. Patrick’s Catholic Church and its community.

**ARTICLE III**

**Membership/Dues**

Members must be a parishioner of St. Patrick's Parish. Membership is realized through participation in a Women of St. Patrick's Circle. Members are required to pay annual Women of St. Patrick's dues. Individual Women of St. Patrick's Circles may determine their own requirements for meetings.

Women of St. Patrick's membership dues are \$25 per year - including Circle dues. "Year" is defined as June 1st through May 31st. The deadline for dues payment is May 31st.

#### **ARTICLE IV**

##### **Circles and Circle Leaders**

###### Section 1: Circles

The Women of St. Patrick's is divided into groups called Circles. The purpose of Circles is to provide the opportunity for women to work in smaller groups toward common goals.

As part of the Women of St. Patrick's, each Circle is required to attend quarterly WOSP meetings to provide a report of the circle's events, numbers, and meeting times/gatherings. The circle leader is strongly encouraged to participate in various Women of St. Patrick's events and functions. Circle activities that involve fundraising or are intended for the entire membership of Women of St. Patrick's or for the parish are reviewed and approved by the Women of St. Patrick's Board. All income and expenses from Circle activities must go directly through the Assistant Treasurer or Treasurer.

As part of the Women of St. Patrick's, Circles may not raise funds (from sources outside their circle) in the name of the Women of St. Patrick's. All such funds must be turned over to the Women of St. Patrick's Treasurer per Article IV. Circles need to provide an accounting summary of Circles fund related to activities.

###### Section 2: Circle Leaders and Their Duties

Circle Leaders are appointed within each Circle. Circle Leaders are expected to support the Women of St. Patrick's activities and their duties include but are not limited to:

- organizing Circle meetings
- attending and making an oral report at quarterly Women of St. Patrick's Board meetings.
- working with the membership chair to confirm that all members of their Circle are paid, registered members of the Women of St. Patrick's for the year.

If a Circle leader is unable to attend a Women of St. Patrick's Board meeting, then a member of the circle may step in as a representative in her place to provide an update of the circle.

## **ARTICLE V**

### **Women of St. Patrick's Board**

The Women of St. Patrick's Board shall be defined as and consist of the following: The Executive Board of the Women of St. Patrick's.

## **ARTICLE VI**

### **Executive Board and Duties**

The Executive Board shall be defined as and consist of the following officers:

President, Vice President, Membership, Secretary, Treasurer, Assistant Treasurer, Public Relations, and Events, and Assistant Events.

#### Section 1:

The President shall preside over all meetings of the Women of St. Patrick's, the Women of St. Patrick's Board, and the Executive Board. The President shall be an ex-officio member of all committees except for the Nominating Committee. The President shall work

with the Events Officer to appoint committee chairpersons and shall perform other duties usually pertaining to the office of President. The President shall create meeting agendas and approve meeting minutes/notes. The President will assist the Executive Officers and will act as a liaison between the parish and parish organizations.

Section 2:

The Vice President shall be a two-year commitment; in the second year the Vice President will move into the role of President. The Vice President shall preside at Board meetings in the absence of the President. The Vice President works with the Events Officer to oversee activities and fundraisers of the Women of St. Patrick's and the individual Circles. The Vice President shall chair the Nominating Committee.

Section 3: DID WE DECIDE TO HAVE AN ASSISTANT MEMBERSHIP??

The Membership Officer shall be responsible for the recruitment of members and will maintain membership records for all members of the Women of St. Patrick's.

Section 4:

The Secretary shall record and keep the minutes of all meetings of the Women of St. Patrick's Board. She shall send the copies of these minutes to the Women of St. Patrick's Board and Pastor within ten days of the meeting. The Secretary will also be responsible for communicating the minutes to the Public Relations Officer to be posted on the Women of St. Patrick's website.

Section 5:

The Treasurer shall handle all income as well as all expenditures and disbursements. The Treasurer shall keep records of all financial transactions, present monthly reports to the Women of St. Patrick's Board and submit a year-end report to the general membership.

All Women of St. Patrick's funds shall be deposited by the Treasurer in a bank account designated by the Women of St. Patrick's Board, Pastor and Business Manager. The Treasurer will share reports monthly to the Parish Business Manager as needed.

The Assistant Treasurer will be a 2-year term. The Assistant Treasurer will assist the treasurer and will step in as treasurer if the treasurer is unavailable. The second year the Assistant Treasurer will move in to the Treasurer position.

Section 6:

The Public Relations Officer shall be responsible for all press releases to the parish bulletin, flocknote, Women of St. Patrick's website, Facebook/social media, and sending information to be placed on the Parish website concerning the Women of St. Patrick's news. The Public Relations Officer is also responsible for updating the Women of St. Patrick's information on the parish website and social media as needed. She is also responsible for assisting with the publicity for committee projects and special events.

Section 7:

The Events Officer will provide leadership for the event planning process for the Women of St. Patrick's. The Events Officer recruits and motivates committee chairs and event volunteers. She will also orchestrate the overall production, providing advice when needed, and will be prepared to make final decisions after consulting the Board.

Section 8:

The Events Assistant will be a 2-year term. The Events Assistant will assist the Events Officer with the duties listed above. She may step in when the Events Officer is unavailable. The Events Assistant will move up to the Events Officer in year 2.

Section 9:

The Advisory Officer, the previous past President of the Women of St. Patrick's, shall remain active as needed and act as Parliamentarian. She may interpret Women of St. Patrick's by-laws and assist and advise the current President on an as needed basis only and at the discretion of the existing board.

## **ARTICLE VII**

### **Nomination and Election of Officers**

#### Section 1:

The Nominating Committee shall consist of two members, President and Vice President, from the current Women of St. Patrick's Executive board. This committee shall meet in February/March to nominate officers for the coming year and reach out to circle leaders asking for potential nominees for the Executive Board. The Vice President, as chairman of the Nominating Committee, shall contact potential candidates. Circle leaders that wish to be part of the Nominating Committee shall submit interest and be voted on in the April Election.

#### Section 2:

The report of the Nominating Committee, including the nominated persons and applicable background information, shall be submitted to the Women of St. Patrick's Board and membership in writing. Potential candidates can be self-nominated. Candidates must be an active member of St. Patrick's Parish and must be a member of the Women of St. Patrick's. Candidates should support the purposes and policies of the Women of St. Patrick's, must have knowledge of the organization and its role in the parish and the community, and must be willing to give the Women of St. Patrick's sufficient time and commitment, including attendance at all Board meetings. Candidates will provide a summary of relevant qualifications by completing a nomination form.

#### Section 3:

Officer elections will be held in April. New officers shall be installed in their new position and assume their duties at the July board meeting.

Section 4:

If it should become necessary for an officer to resign from the position on the Women of St. Patrick's Board, such resignation shall be submitted in writing to the Women of St. Patrick's President. If an officer must be replaced prior to fulfilling the 1-year term, the President shall immediately select a replacement with the approval of the Executive Board for the remainder of the term.

Section 5:

If the President needs to be replaced or is unable to fulfill her duties, the Vice President may step up and assume the President's duties. If it is determined that the vacancy be filled, the executive board shall vote to fill the vacancy. No person shall be appointed to the same office for more than one consecutive term unless nominated and voted on by the Women of St. Patrick's membership. No person shall serve in the same office for more than 2 terms.

Section 6:

Any Executive officer who does not fulfill the assigned responsibilities may be relieved of office by majority vote of the Women of St. Patrick's Board. Appointment of a replacement shall be made as described in Section 4 above.

**ARTICLE VIII**

**Meetings**

Section 1:

Regular meetings of the Women of St. Patrick's Board shall be held at a time designated by the Women of St. Patrick's Executive Board.

Section 2:

Circles will hold monthly meetings and events, and Circle Leaders will provide quarterly updates to the Board about meetings and activities.

Section 3:

Executive Board meetings shall be called at the President's discretion or upon the request of five members of the Women of St. Patrick's Board.

Section 4:

Newly elected officers and circle leaders shall attend the May meeting of the Women of St. Patrick's Board. All outgoing officers must meet and transition the newly elected officers for their position prior to the July meeting.

**ARTICLE IX**

**Financial Administration**

Section 1:

The fiscal year shall begin on the first day of July.

Section 2:

All donations made in the name of the Women of St. Patrick's need to be approved by the Executive Board. The total amount of donations shall be based on available Women of St. Patrick's funds less amounts needed to conduct Women of St. Patrick's business. A form requesting funds must be completed and sent to the Women of St. Patrick's at least 2 weeks prior to the next Executive Board



meeting. The person requesting a donation may speak to the board at a monthly meeting. Following the discussion, the Executive Board will vote and determine if the request will or can be approved. Notification to the person requesting funds will be sent within 2 weeks.

Section 3:

Each Executive Board, at the conclusion of its administration, shall leave a sum of money in the Women of St. Patrick's treasury equal to the unpaid bills and obligations of the Women of St. Patrick's. These funds must be enough to cover the next year's expenses.

Section 4:

All dues and funds raised by the Women of St. Patrick's, as well as all sub groups (Circles) will be placed in a central account managed by the Women of St. Patrick's Treasurer and Executive Board. The Board will vote in accordance with the Voting Standards as provided in Article XI in the By- Laws.

Financial donations from other groups within the parish that offer to co-sponsor events with the Women of St. Patrick's shall be defined by the percentage of total amount donated for sponsorship and decided upon by motion and approval prior to the event. At the time of the request, it will be determined whether or not the co-sponsor desires their percentage of donation to be returned.

Section 5:

An annual budget of \$300 will be available to the Executive Officers to use as needed for expenses related to the operations of the Women of St. Patrick's.

**ARTICLE X**

**Women of St. Patrick's Standing Committees and Special Committees**

Special Events Committees may be formed as necessary to direct the various activities of the Women of St. Patrick's. Special Events Committees will work with the Events Officer and all events must be presented and voted on at Board meetings.

#### **ARTICLE XI**

##### **Voting Powers**

During the annual election of officers, all members of the Women of St. Patrick's have one vote, including Board Members and Executive Officers. Throughout the year, as items come before the Board for voting, all members of the Women of St. Patrick's may have a vote.

#### **ARTICLE XII**

##### **Spiritual Advisor**

The Women of St. Patrick's Liaison shall be appointed by the Pastor.

#### **ARTICLE XIII**

##### **Amendments**

The Women of St. Patrick's By-Laws may be amended at any Women of St. Patrick's Board meeting by a two-thirds vote of the voting members present after notice has been provided at the previous Board meeting.

#### **ARTICLE XIV**

##### **Rules of Order**

The rules contained in Robert's Rules of Order shall govern the Women of St. Patrick's in all cases in which they are applicable and in which they are consistent with the rules of this organization.