

BYLAWS OF OUR LADY'S GUILD

Our Lady of Lourdes Parish and Mission at Lake Pleasant Parkway

ARTICLE I. NAME

The name of this organization shall be Our Lady's Guild of Our Lady of Lourdes Parish.

ARTICLE II. PURPOSE

The purpose of the guild shall be to provide the women of the parish an opportunity to become acquainted with each other, to share their individual talents, to work as a group for the benefit of Our Lady of Lourdes parish and to support other worthy causes approved by the membership.

ARTICLE III. MEMBERSHIP

Section 1. Membership

All registered women of the parish and non-Catholic women whose husbands are registered in the parish are eligible to become members of the guild.

Those members who pay their dues are members in good standing.

Section 2. Dues

Membership dues shall be specified in the standing rules.

ARTICLE IV. OFFICERS

Section 1. Officers

A. The officers of the guild shall be a president, vice-president, secretary, and treasurer.

B. The officers shall serve without compensation.

Section 2. Duties

The officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the guild.

A. President — The president shall:

1. Preside over all regular general meetings of the guild and the board of directors.
2. Call special meetings of the guild and the board of directors when necessary.
3. Be ex-officio member of all committees, except the nominating committee.
4. Appoint the chairpersons of all committees, except the nominating committee.
5. Make necessary reports to the spiritual director, parish council and Finance Council.
6. Report to the guild on all occasions at which she has represented the guild.
7. Approve all expenses.

B. Vice-President — The vice-president shall:

1. Preside at the regular general meetings in the absence of the president, and act for her in her absence or disability.
2. Perform such other duties as are requested by the president or the board of directors.
3. Approve expenses in the absence of the President.

C. Secretary — The secretary shall:

1. Record and keep in her custody the minutes of all meetings of the guild and board of directors.
2. Have available for reference at all meetings a copy of the guild bylaws, a list of the officers, committee chairpersons and members.
3. Have charge of such correspondence as is delegated to her by the president or the board of directors.
4. Keep on file all communications received and records of all letters sent until recorded in the minutes.
5. Send a copy of the general meeting minutes to the historian.
6. Perform such other duties as requested by the president.

D. Treasurer

Our Lady's Guild is a department number in the parish budget. All monies collected by the guild are given to the parish office for deposit. All documented expenses will be reimbursed by check from the parish accountant and expensed to the guild department. number.

The treasurer shall:

1. Maintain accurate financial records of all transactions of income or expense given to the office.
2. Collect all money accumulated by the guild and transfer it to the parish office with the proper paperwork. One copy of the paperwork is to be kept with the treasurer records.
3. Collect all receipts of expenses from members and take them to the parish office. A copy of the paperwork of all expenses turned into the office must be kept with the treasurer's records.
4. The documentation of all paperwork shall be, at all reasonable times, open to inspection by any member of the guild.
5. Verify guild records with the Finance Council monthly report for accuracy. Render monthly financial statements to the Board of directors and the membership at the regular general guild meetings.
6. Prepare a budget for the following fiscal year to be presented at the regular May general meeting. Budget must comply with the percentages established by the Finance Council. No more than 20% for guild social functions, 10% for spiritual development, 10% for charities and no less than 60% for the needs of the parish.
7. Submit the budget to the Finance Council.
8. Present the approved budget at the September guild general meeting.
9. Monitor the expenses routinely to ensure that the guild stays within the percentages established.

Section 3. Elections and Terms of Office

A. Nominations

1. A nominating committee consisting of three members, one member from the board of directors and two members from the general membership shall be appointed by the president prior to the January regular general guild meeting. The committee shall elect its own chairperson. It shall be the duty of the committee to nominate a candidate for each office to be filled.
2. The committee shall report at the February regular general guild meeting.
3. The committee shall report again at the March regular general guild meeting. Additional nominations may be made from the floor at that time, provided consent of the nominee has been obtained.

B. Elections

The election of officers shall proceed, following the close of nominations at the April regular general guild meeting. In cases where there is only one nominee for an office, the vote may be taken by voice.

C. Installation

The installation of officers shall take place at the May regular general guild meeting.

D. Terms of Office

All officers shall serve for one year, the term of office to begin after installation at the May meeting. They shall be eligible for re-election for one term. An officer who has served two terms may again serve in that officer position when the officer has been absent from that position for at least one year.

E. Vacancies

In the event a vacancy occurs in an elective office, the board of directors shall fill the position for the unexpired term, except that the vice president shall become president in the event of vacancy in that office.

ARTICLE V. MEETINGS

Section I. Meetings

- A. Regular general meetings of the guild shall be held on the first Monday of the designated months unless the parish office is closed. In that event, the meeting shall be held on the second Monday of the month.
- B. Workshop meetings of the guild shall be held the 2nd and 4th Wednesdays of each month.
- C. Special guild meetings may be called by the president, by the board of directors, or upon written request of ten members of the guild. The purpose of the meeting shall be stated in the call and only business for which notice has been given shall be transacted. Except in the case of emergency, at least three days notice shall be given.
- D. The regular general guild meeting in May shall be for the purpose of installation of officers, receiving annual reports of the committee chairpersons, and for any other business that may arise.

Section 2. Quorum

Twenty percent of the members of the guild shall constitute a quorum.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. Membership

The officers, the chairpersons of the standing committees, parliamentarian ex-officio and the spiritual director shall constitute the board of directors.

Section 2. Duties

The board of directors shall:

- A. Maintain the general supervision of the affairs of the guild during the interim between general guild meetings and shall report its actions to the guild.
- B. Recommend to the guild establishment of additional standing committees or special committees.
- C. Be subject to the order of the guild and none of its actions shall conflict with the authority delegated by the membership.
- D. Approve expenditures within the limits of the approved budget.

Section 3. Meetings

Meetings of the Board of Directors shall be held monthly, as necessary, prior to the regular general guild meeting. Special meetings of the board may be called by the president and may be called upon request of five members of the board.

Section 4. Quorum

A majority of the membership of the board of directors shall constitute a quorum.

ARTICLE VII COMMITTEES

Section 1. Committees

- A. There shall be the following standing committees:
Membership, Publicity, Travel, Welcome, Workshop and Fund Raising
 - 1. Membership Committee shall:
 - a. Collect annual dues.
 - b. Maintain an accurate file of all members.
 - c. Order name badges

- d. Prepare an annual membership directory.
- 2. Publicity Committee shall:
 - a. Arrange for publication activities that involve the community in the news media.
 - b. Place information in the Bulletin
 - c. Advertise for fund raising events.
- 3. Travel Committee shall arrange travel tours and trips.
- 4. Welcome Committee shall:
 - a. Contact new parishioners giving them information about the guild and extending an invitation to attend.
 - b. Introduce guests and new members at regular general/ guild meetings and workshops.
- 5. The Workshop Committee shall be responsible for all workshop activities.
- 6. Fund Raising Committee shall:
 - a. Coordinate with workshop members to develop outlets to sell their products.
 - b. Seek innovative ways to increase guild income.

B. Special Committees

The president as deemed necessary by the board of directors or guild membership shall appoint additional committees.

Section 2. Duties of Committee Chairpersons

- A. The chairperson, appointed by the president, shall select the committee members.
- B. The chairperson of each committee is responsible for making a report at the board of directors' meeting and to the membership at the regular general guild meetings.
- C. At the May regular general guild meeting the chairperson of each committee shall submit in duplicate a written annual report on the year's activities to the president and secretary.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the guild in all cases where they are applicable, and consistent with these bylaws, and any special rules of order the guild may adopt.

Section 2. Parliamentarian

A. Appointment

The president may appoint a parliamentarian.

B. Duties

The parliamentarian shall be thoroughly acquainted with parliamentary procedure and shall advise the membership, board of directors, and officers. The parliamentarian serves only in a consulting capacity.

ARTICLE IX AMENDMENTS

These bylaws may be amended at any regular general guild meeting by a majority of the members present and voting, provided the proposed amendment has been duly presented at the preceding membership meeting.

Adopted October 1980

Revised

December 6, 1983
October 1, 1984
December 3, 1984
October 7, 1985
November 5, 1990
October 7, 1991
April 6, 1995
April 1, 2002
May 5, 2008[
April 12, 2010
January 7, 2013
April 6, 2015
October 4, 2021

STANDING RULES

1. Regular general guild meetings shall be held at 9:30am on the first Monday of each month, unless circumstances determine otherwise. December shall be an optional meeting.
2. Workshop and social time of the guild shall be held at 9:00am Wednesday.
3. New member application is five dollars. New member application with a name badge is twelve dollars. Annual dues of members shall be five dollars. Annual dues will be collected at the September meeting. New members may join at any time.
4. All monies collected shall be turned over to the treasurer.
5. Communication to members will primarily be by the parish notification system, parish web site and e-mail.
6. These standing rules may be amended at any regular general guild meeting by the majority of the members present and voting.

Revised
September 3, 1984
May 6, 1985
April 3, 1988
November 5, 1990
October 7, 1991
April 6, 1995
March 4, 2002
May 5, 2008
April 12, 2010
October 3, 2011
January 7, 2013
March 2, 2015
January 4, 2016
March 5, 2018