

St. Barnabas Women's Club Constitution and Bylaws

Article I Name

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

Article II Mission Statement

St. Barnabas Women's Club (the "Club") is a parish organization dedicated to celebrating our Catholic faith through programs, social events, and fundraisers that benefit and enhance the spirituality of our church, school, and community. Our individual events are used for the purpose of uniting the members of the Club. All of our committees unified by a common objective and governed by the Board, become one large, parochial unit. Through this unity of purpose and government, our Club is able to reach every individual member.

Article III Membership

Membership in the Club shall be open to all women parishioners. Members of the Club attend meetings, participate in projects, and pay dues.

Dues - Members shall pay dues annually. Dues are to be paid during the term year to the club Treasurer. Dues shall be determined by the incoming and outgoing Board at the May meeting. Currently, the annual dues for membership are \$20. Dues for senior members (65 and older) are half of the current annual dues. Any member who is unwilling or unable to pay dues may be excused from that obligation.

Voting Privileges – All dues-paying members are entitled to vote on issues brought before the general membership of the Club.

Term - The Club year shall be September through August.

Article IV

Board Officers

Board Officers shall be elected for a two-year term. Board Officers shall consist of President, Vice-President, Treasurer, Secretary, Spiritual Director, Communications Director, and Membership Director.

President

- Shall preside at the annual Club meetings and all meetings of the Board.
- Shall have control of the affairs of the Club and present specific goals to the Board.
- Shall approve and sign vouchers for expenditures of the Club over \$100.
- Shall be an active member of the Club for two years prior to election.
- Shall review and approve solicitations for donations prior to Club events.

Vice-President

- In the absence of the President, the Vice-President shall perform the duties of the President.
- Shall coordinate the Hospitality Committee.
- Shall assist with annual nominations and elections.
- Shall represent the Club on the Parish Life Commission at the monthly parish leadership meetings.

Treasurer

- Shall keep an account of all monies the Club receives or disburses and shall deposit all monies in the name of and to the credit of the Club in a local bank.
- Shall give a written monthly accounting of all Club funds, both receipts and disbursements, at each Board meeting, a copy of which shall be given to the parish business manager.
- Shall pay all bills of the Club in a timely manner.
- The Treasurer's book shall become a permanent record of the Club and shall be audited at the end of the Club's year by two people appointed by the President and approved by the Board.

Secretary

- Shall be responsible for keeping accurate notes at meetings.
- Shall, either through e-mail or hard copy, send notes to Board Officers following each meeting.
- Shall maintain a record of all meeting notes during the Club year, making those available to any member of the Club, upon request.

Spiritual Director

- Shall provide an opening and closing prayer for each Board meeting and inform Club members of upcoming spiritual events.
- Shall plan spiritual activities, open to all Club members, throughout the year.
- Activities may include masses, prayer services, retreats, or other activities viewed by the Spiritual Director, pastor, or Board as fostering faith, a sense of community and friendship among Club members.

Communications Director

- Shall be responsible for transmitting communications to Club members via e-mails, newsletters, and mailings.
- Shall attempt to gather e-mail addresses of Club members throughout the year.
- Shall be responsible for gathering parish and community activity details to disseminate to the Club via e-mails, newsletters, and mailings.

Membership Director

- Shall coordinate the Club membership in conjunction with the Vice-President.
- Shall maintain an accurate database of Club members, including contact information and e-mail addresses, if possible.
- Shall offer membership details to the Club and Board at least twice a year, at the two annual general meetings.

Article V Board

The Board shall consist of the Board Officers. The Board shall be entrusted with directing the affairs, funds, and general business of the organization and with promoting the objectives of the organization.

- There shall be no fewer than eight meetings of this Board (September to May) that shall be called by the President.
- A voting quorum shall consist of two-thirds of the Board members.

Article VI Meetings

A minimum of two general membership meetings will be held; one in the fall and one in the spring. The Board shall determine the time and place of regular general meetings, which are open to all Club members.

Article VII Fiscal Year

The Club fiscal year is from July 1st to June 30th. The Board will meet September to June. It is the financial responsibility of the Treasurer to report the financial status of the Club to the Parish Finance Board.

Article VIII Funds Disbursements

It shall be the duty of the Board to disburse the income from Club events in ways that will benefit St. Barnabas Parish.

Article IX Events

The Board shall determine what events are held under the Sponsorship of the Club. Any solicitation for donations must be approved by the Board prior to presentation and approval before the Finance Board. Funds generated from various fundraising events throughout the year shall be disbursed at the discretion of the Board on an annual basis.

Article X Event Chairs

- Each event shall have a volunteer Chair of the event.
- The Chair shall be a member of the Club.
- The Chair shall be responsible for continued communication with the Board throughout the planning of the event.
- The Chair shall coordinate all volunteers for the event.
- The Chair shall designate herself, or another Club member, as responsible for obtaining prior approval from the Board for expenses, and for gathering and

submitting expenses related to the event to the Treasurer within 30 days of completion of the event.

**Article XI
Amendments**

- All such amendments shall be submitted to the President in writing and shall be signed by a member or members in good standing.
- This constitution may be amended at any regular meeting by a two thirds vote of members present, the proposed amendment having been stated, presented in writing, and discussed at a prior meeting.

**Article XII
Nominations and Elections**

Open Board Officer positions shall be communicated to the general membership. Any person interested in a position as a Board Officer shall submit her name to a current Board Officer prior to the election meeting. Each nominee must acknowledge and accept her nomination and designate which position she seeks. At the election meeting, a ballot listing nominees for each open position shall be distributed to all Club members present. Ballots will be collected and tallied. The nominee with the greatest number of votes wins. Results will be communicated to Club members in a timely manner. Elections will be held before the end of the Club year.

**Article XIII
Effective Date**

This Constitution and Bylaws, having been voted on and accepted by the Board, shall become effective on the _____ of _____, 2008.

**Article XIV
Signatures of Board Officers**

We, the current Board Officers of the Club, hereby accept this Constitution and Bylaws.

Sarah Lawler, Co-President

Julie O'Connor, Co-President

Tracy N. Lo Verde, Treasurer

Kristin Cahill, Secretary

Beth Devane, Spiritual Director

Maura Macander, Communications Director