

# **St. Kieran Women's Club Constitution and By-Laws**

## **PREAMBLE**

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We, the women of St. Kieran Parish, in order to foster fellowship and support among the women of the parish, promote devotion to the Blessed Mother, and regular attendance at Mass, and to support the social, and service activities of the Parish, do hereby form an organization for the foregoing purposes and declare the following to be our By-Laws.

## **ARTICLE ONE - NAME**

Section I - This organization shall be known as the St. Kieran Women's Club (henceforth called “the Club”) and shall function under the current version of Robert's Rules of Order.

## **ARTICLE TWO - MEMBERSHIP AND DUES**

Section I - A Member in good standing shall be any female age 18 or over, who has paid dues and fulfills the duties of a Member.

Section II – The annual dues for the membership shall be determined by the Board of Directors. The membership dues may be waived/and or discounted by the Board of Directors and voted on annually.

Section III - The membership year shall be May 15 to May 14 of the following year.

Section IV - The membership dues shall be payable before September 15<sup>th</sup> of the current year.

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## ARTICLE THREE - OFFICERS AND DIRECTORS

Section I - The Officers shall be President, First Vice-President, Second Vice-President, Recording Secretary, Secretary, and Treasurer.

Section II - The term for all officers shall be two years beginning May 15 and ending May 14 two years following.

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Section III – The nominees for the positions of officers and the Board of Directors shall be parishioners of St Kieran or one of its cluster parishes and should have previous involvement with the Women’s Club. In the case that the officer/nominee does not have previous involvement, then the standing Board of Directors may use its discretion in its nomination.

Section IV - Officers will be named by the Board of Directors. If there is more than 1 nominee for an officer/ board position, then an election will be held at a general meeting.

Section V - The Board of Directors will consist of all Officers and Standing Committee Chairpersons. A quorum of the Board of Directors shall consist of a simple majority of the standing board members.

## ARTICLE FOUR - DUTIES OF OFFICERS AND DIRECTORS

Section I - The President shall preside at meetings, regulate discussion under parliamentary procedure, appoint committees and act as Chairperson, ex-officio, of the Board of Directors and membership committee.

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Section II - The First Vice-President shall assist the President in all activities, preside when the President is absent and act as Outreach Chairperson.

Section III - The Second Vice-President shall assist the President in all activities and act as the Fundraising and Social Chairperson.

Section IV - The Secretary shall take the minutes of the meetings, handle all correspondence and record the business of the Club.

Section V - The Treasurer shall receive and disburse all monies and report the financial position of the Club at all meetings. Page | 3

- A) The treasure's books shall be verified prior to leaving office.
- B) The treasurer shall present an annual report from previous year and proposed budget in August for the Board of Director' approval.
- C) The treasurer must submit an up to date statement of the Women's Club account at every monthly meeting.

Section VI - The Board of Directors shall meet in person at the discretion of the President to discuss and determine various ways of attaining the goals of the Club.

Section VII - Board of Directors

- (a) Any Board vacancy occurring by reason of resignation, death or disability of a board member, other than the President, shall be filled by one of its members. A majority vote of the remaining members of the Board of Directors shall elect.

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- (b) In the absence, disability or death of the President, her duties shall devolve on the First Vice-President. In the event that no Vice-President is able to serve in this capacity, the Board of Directors shall elect one of its members to fill the vacancy. A majority vote shall elect.

The Board shall disburse excess funds at the close of the Club year by a two-thirds (2/3) vote of the Board.

## **ARTICLE FIVE - DUTIES OF MEMBERS**

Section I - It is the duty of the members to attend monthly meetings, take an active interest in the work of the Club and serve on Committees.

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Section II - Members are encouraged to receive Communion with their families at the 10:00 a.m. Mass at St. Kieran Church on the first Sunday of the month. The intention of which shall be for the living and deceased Members of the Women's Club.

Section III – It is the duty of all Catholic members, to attend Mass regularly and participate in parish functions.

## **ARTICLE SIX - MASS INTENTION AND ACTIVITIES**

Section I - In addition to activities implied in the Preamble, the Club shall, upon the death of a Member of the Club or any Priest of the Parish, have an intention offered at a Mass of for the repose of the soul of the deceased.

Section II- When possible the club will have a floral offering at the Holy Family shrine 3 or more times a year.

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Section III- The Club will have a mass intention at the 10:00 am mass on the first Sunday of the month for all members living and deceased.

## **ARTICLE SEVEN - MEETINGS**

Section I - The St. Kieran Women's Club shall meet at according to a schedule decided by the board of directors and published for the members by September of the current year. Changes to the meeting schedule will be published in the church bulletin and emailed to the members.

Section II - The meeting will be opened and closed with a prayer.

Section III - The President will give a report at each business meeting.

Section IV - A quorum shall consist of fifteen percent (15%) of the Members in good standing.

## **ARTICLE EIGHT – COMMITTEES**

Section I – Standing Committees –The Chairperson shall be a voting member of the board. The Chairperson shall be elected at the same time as the other Board Members.

- a) Hospitality Committee – This committee shall be responsible for set up, take down and procuring refreshments for all Club activities held on the Parish grounds.

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- b) Spiritual Enrichment Committee – this committee shall be responsible for opening and closing prayers at all meetings, scheduling masses, order flowers, any spiritual activities of the club and to keep the membership aware of spiritual activities within the Parish.

Section II – Auxiliary Committees – The chairperson for the following committees shall be appointed by the President and shall have no voting power on the board.

- a) Nominating - The nominating committee shall consist of a chairperson and three members. The committee shall be made up of one current officer and three members at large appointed by the standing board. The purpose of the nominating committee shall be to nominate members for offices to be filled the following year. All candidates for consideration as President must have previously served on the Board of Directors.
- b) Program - The Program Committee will report to the Board  
Page | 6 of Directors. The committee will be responsible for obtaining entertainment or activities for the general meetings.
- c) Outreach – The outreach committee shall report to the First Vice-President. The committee shall be responsible for attending the parish outreach committee meetings, reporting the activities of the parish committee to the Board and executing the outreach activities within the club.
- d) Fundraising - the Fundraising Committee shall report the Second Vice-President. The committee shall be responsible for all fundraising activities of the club.

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- e) Social – the social committee shall report to the second Vice-President. The committee shall be responsible for all parish receptions hosted by the club and any other social functions of the club.
- f) Parish Council Representative – The parish council representative shall be responsible for attending the council meetings and reporting to the Board the state of the parish.

## ARTICLE NINE - METHODS AND AMENDMENT

Section I - The By-Laws may be amended by a two-thirds (2/3) majority of the members in good standing which are present.

Section II - The by-laws must be publicly distributed at least 30 days before any vote to approve may take place.

## Article Ten – FINAL DISPURSMENT OF PROPERTIES

If for any reason the members in good standing determine that the club is no longer active and viable, all property and funds shall be surrendered to the Parish immediately.