

**CONSTITUTION AND BY-LAWS
ST. FRANCES CABRINI LADIES' GUILD**

ARTICLE I – Name and Purpose

As created by this constitution the name of this organization shall be known as the St. Frances Cabrini Ladies' Guild.

The purpose of this organization shall be to serve the church spiritually, charitably, and socially and to engage in fund-raising activities as needed.

ARTICLE II – Membership

All women of the parish of St. Frances Cabrini are members of the St. Frances Cabrini Ladies' Guild.

Annual dues shall be as designated by the voting membership.

The parish priests are ex-officio members of the Guild.

ARTICLE III – Officers and Elections

1. This guild shall have four elected officers: a president, a vice-president, a secretary, and a treasurer. These officers shall be elected from the membership annually to serve from September through August each year.
2. The nominating committee shall consist of 3 members of the Guild appointed by the President at the March meeting, but not to include the President. The slate of nominees will be presented at the regular April meeting.
3. Following presentation of the slate of officers by the committee, additional nominations may be made from the floor.
4. The election shall be by secret ballot to be counted by the nominating committee. However, if there are no nominations from the floor, the slate may be accepted by acclamation. A majority vote of those members present and voting shall constitute an election. Absentee or proxy voting shall not be permitted.
5. Any vacancy occurring in the elective offices by reason of resignation, death, or other disqualification may be filled by an election at the next regular meeting. Three consecutive absences of any one officer from regular meetings, without valid reason, shall be deemed a resignation.

ARTICLE IV - Meetings

1. The St. Frances Cabrini Ladies Guild shall meet the first Wednesday of each month, September through May with the exceptions of changes voted at the regular meetings.
2. Guild business shall be conducted at any regular or officially called meeting at which a quorum is present. The quorum shall consist of at least five of the Guild members excluding the executive board.
3. Special meetings may be called by the President or by the written request of five members. The membership shall be notified at a regular meeting or through the church bulletin.

ARTICLE V – Duties of Officers

1. President:
 - (A) To preside at all meetings
 - (B) To appoint the committee chairmen necessary for the term's duties
 - (C) To have the authority to spend up to \$75 for miscellaneous expenses without approval of the membership. Expenditures should not be broken down to circumvent membership approval. I.E. Dividing one purchase of \$150 into two \$75 purchases.
 - (D) To call meetings of the executive board to plan and prepare fiscal budget
2. Vice-President:
 - (A) To assist the President in the performance of her duties
 - (B) To perform the duties of the president in her absence.
3. Secretary:
 - (A) To keep in permanent form the minutes of all meetings of the Guild and to present same for approval at the next regular meeting
 - (B) To keep the by-laws current and to compile them in a separate manual. This manual shall be available for reference at every regular meeting
 - (C) To handle all Guild correspondence, announcements for the church bulletin, and public relations directed by the executive board.
 - (D) To assure that all business and meetings follow the Ladies' Guild By-Laws.
4. Treasurer:
 - (A) To collect and receive all monies due and deposit into the Guild account. To pay all Guild bills from that account.
 - (B) To maintain records and present reports at every regular meeting
 - (C) To maintain a maximum of \$250 in the Guild treasury as working capital at the end of the fiscal year according to church guidelines.
 - (D) To assure that all expenditures are specific in nature and amount of money requested. Also, that all expenditures have either the approval of the President (up to \$75) or the membership (over \$75) (see Article 5, 1C)

- (E) To present a financial report of income and expenses to the parish Finance Council at the end of the fiscal year.
- (F) To assure that all invoices are paid and business closed at the end of the fiscal year.

ARTICLE VI– Committees and their Duties

The President shall appoint committee chairwomen. Chairwomen shall choose assistants and committee members as needed.

1. Executive Committee: Shall consist of the elected officers that will meet prior to regular monthly meetings as needed. This committee shall coordinate with other church organizations, attending meetings of said organizations as needed, and report to the membership. Responsible for preparing a budget for the fiscal year.
2. Altar Committee: Shall maintain the altar linens and contribute toward the purchase of items needed in the care of the altar.
3. Bereavement Committee: Shall consist of bereavement teams who will serve the needs of bereaved families including, if requested, the provision of a meal following the funeral mass.
4. Prayer Blanket Committee: Shall insure that the Prayer Blanket Ministry continues to make and distribute prayer blankets for those in need.
5. Adhoc Committees: The Executive Committee shall form an adhoc committee to perform a specific function for the Guild as needed. For example, an adhoc committee might be formed to perform an audit on Guild funds prior to the close of a Guild year.

ARTICLE VII – Amendments to Constitution and By-Laws

This constitution and by-laws may be amended by a majority vote of a quorum of Guild members at any regular meeting provided notice is given at a previous meeting via a church bulletin or other communication prior to that meeting. A quorum shall consist of five members plus the Executive Board.