

**BY LAWS
OF THE WOMEN OF ST. FRANCIS SOCIETY**

ARTICLE I – Organization

Section 1: The name of the Society shall be “Women of St. Francis.”

Section 2: The Society, its officers, acts and funds are completely subject to the authority of the ordinary and the Pastor from whom the officers receive their delegation.

ARTICLE II – Mission

The purpose of this society is to cultivate, likewise to develop the spiritual growth of the women of the parish, to assist in the promotion of the activities of the parish and to serve our church community and the larger community through various activities.

ARTICLE III – Membership

Section 1: All women of the parish are eligible to be members, but only persons in good standing with ecclesiastical law may hold office.

Section 2: The dues of the Society shall be Twenty-Five dollars (\$25.00) per year.

Section 3: Dues are payable at registration.

ARTICLE IV- Officers

Section 1. – Officers. Under the supervision of the Pastor/Spiritual Director the officers are: 1) President, 2) Vice-President, 3) Secretary, 4) Treasurer, and 5) Parliamentarian.

Section 2 – Duties of Officers

A. Under the Pastor/Spiritual Director, to whom all things are subject, the President is the lay executive of the Society. She shall preside at all general and executive meetings of the Society. She shall call special meetings when requested to do so by the Executive Board or by the Pastor/Spiritual Director. She shall perform all other duties that are usually attached to the office of President.

B: The Vice-President shall have all the powers and perform all the duties of the President in the absence of the latter; she shall be caretaker of the various properties of the Society.

C. The Secretary shall keep record of the proceedings and all the acts and transactions of the Society; she shall keep an up-to-date roster of the members and provide identical roster for each of the officers.

D: The Treasurer is responsible for the finances of the Society, shall deposit all money in its bank account, keep records of dues, and submit annual financial report to the *Executive Board* and the Pastor/Spiritual Director. The President may request a financial report at any time. The Bank Account must be held in the name of the Parish with signing privileges for President and Treasurer, and *Pastor/Spiritual Director*.

E: The Parliamentarian shall be the Parliamentary authority and shall govern all meetings in accord with Robert's Rules of Order (Revised Edition).

F: The Pastor/Spiritual Director may call a meeting at any time and direct that meeting himself if he sees fit.

G: If an officer misses three consecutive meetings (i.e. board or general meetings), the board shall consider the office vacated and the Executive Board shall find a replacement immediately.

H: If an officer is not current with their dues when their term of office starts, the board shall consider the office vacated and the Executive Board shall find a replacement immediately.

Section 3: Nomination and Election of Officers

A: Each year, in the month of February, the President shall appoint a Nominating Committee.

B: The Nominating Committee shall present to the members of the Society a list of two or more persons (if possible) for each office to be filled. The President shall appoint two tellers to collect the votes and the Spiritual Chairman shall count them.

C: The term of office shall be one year. An officer may be elected to no more than two consecutive terms in the same office.

D: All vacancies shall be filled by the Executive Board until the next annual meeting when an officer shall be elected to fill the vacancy until the next regular election.

ARTICLE V – Meetings

Section 1: Semi-annual (Corporate) Communion – Members receive Holy Communion in a body on one Sunday during Advent and one Sunday during Lent at the appointed Mass in accord with the parish plans.

Section 2: The General Meeting is held once a month on the appointed day, with the exception of the vacation months designated by the Executive Board.

Section 3: Special Meeting. As circumstances require, special meetings of the Executive Board shall be called by the President, who also has the authority to obtain a phone or e-mail vote as circumstances arise that need immediate attention.

Section 4: The Annual Meeting shall be one of the monthly meetings designated by the President.

Section 5: At the General meeting for the transaction of business the quorum shall be seven members; at the Executive Board meetings quorum shall be three.

ARTICLE VI

Section 1. – Executive Board – Shall consist of President, Vice President, Secretary, Treasurer Parliamentarian, and Immediate Past President. Attendance by the Pastor/Spiritual Director is at his discretion.

Section 2 – General Board shall consist of the Executive Board and all standing committee chairmen.

ARTICLE VII - Committees

Section 1: Within two weeks after the annual meeting held in April each year, the president shall appoint the chairman of each standing committee. The Chairman of each committee shall choose said committee and call its meetings as often as necessary. All members must accept appointments of committee work. Chairmen of each committee must attend the General Board meetings or send a representative.

Section 2: The Committees shall be: Spiritual, Hospitality, Membership or any other committees the Executive Board shall decide to form upon the needs of the organization.

Section 3: If a committee chairperson misses three consecutive meetings (i.e., board or general meetings), the executive board will consider the office vacated and fill the position from the general membership. An absence will not be counted against the committee chairperson if that chairperson is represented by another member of her choosing (preferably a member of her committee). In the case of extenuating circumstances, the Executive Board has the option to determine an excuse acceptable.

ARTICLE VIII – Parliamentary Authority –

The current edition of Robert’s Rules of Order, Newly Revised, shall be the authority of parliamentary procedure for all meetings. The parliamentarian shall keep a copy of Robert’s Rules of Order, Newly Revised and shall be the authority on parliamentary procedure for the organization.

ARTICLE IX - Amendment of Bylaws

At the annual meeting the By-Laws may be amended, provided the amendment has been submitted in writing, signed by two members, one month prior to the annual meeting. For such an amendment of the Bylaws there is required a two-thirds vote of those present.

ARTICLE X – Dissolution

Upon dissolution or termination of the organization, its assets will be distributed for one or more exempt purposes within the meaning of Section 501 C (3) of the Internal Revenue Code of 1986 or a corresponding section of any future federal tax code.

Adopted:

February, 1998

Dates of Amendments:

April 13, 2000

April 18, 2002

April 20, 2006

April 19, 2007

Revised April 16, 2009

April 15, 2010

April 4, 2019