

# BYLAWS OF OUR LADY OF LOURDES WOMEN'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 of Lourdes Women's Guild.

### ARTICLE II. PURPOSE

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

### ARTICLE III. MEMBERSHIP

#### Section 1. Membership

All women of 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, as stated in Article VIII of these Bylaws.

A. President – The President shall:

- 1) Preside at all general meetings of the Guild and the meetings of the Board of Directors.
- 2) Call special meetings of the Guild and the Board of Directors when necessary.
- 3) Be an ex-officio member of all committees, except the nominating committee.
- 4) Appoint the chairs of all committees, except the nominating committee.
- 5) Appoint a Spiritual Leader to promote spiritual growth among members.
- 6) Make necessary reports to the Spiritual Director, Parish Council and Finance Council.
- 7) Report to the Guild on all occasions at which she has represented the Guild.
- 8) Approve all expenses submitted to the parish office by the Treasurer for payment.

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 chairs 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) Retain copies of all approved meeting minutes for a period of two years.
- 6) Send a copy of all approved meeting minutes to the Historian.
- 7) Perform all other duties as requested by the President.

#### D. Treasurer

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

Treasurer - The Treasurer shall:

- 1) Maintain accurate financial records of all transactions of income or expenses given to the office.
- 2) Collect all the money accumulated by the Guild and submit it to the parish office with the proper paperwork. One copy of the paperwork is to be kept with the Treasurer's records.
- 3) Upon approval of the President, all receipts for expenses shall be submitted to the parish office. Documentation for all expenses turned into the office must be kept with the Treasurer's records.
- 4) The documentation of all income and expenses shall be, at all reasonable times, open to inspection by any member of the Guild.
- 5) Reconcile Guild records with the parish's quarterly accounting report for accuracy. Render monthly financial statements to the Board of Directors and the membership at the general Guild meetings.
- 6) Prepare a budget for the following fiscal year to be presented and approved at the May general Guild meeting. Budget must comply with the percentages established by the Parish Finance Council and as specified in the Standing Rules.
- 7) Submit the annual budget to the Parish Finance Council.
- 8) Present the approved budget at the September general Guild 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

general Guild meeting. The committee shall elect its own chair. It shall be the duty of the committee to nominate one candidate for each office to be filled.

- 2) The committee shall report at the February general Guild meeting.
- 3) The committee shall report again at the March general Guild meeting. Additional nominations may be made from the floor at that time, provided the consent of the nominee has been obtained.

#### B. Elections

The election of officers shall proceed, following the close of nominations at the April general Guild meeting. In cases where there is only one nominee for an office, the vote may be taken by voice. If more than one nominee per office, a written ballot is required.

#### C. Installation

The installation of officers will take place at the May 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 general Guild 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 1. Meetings

- A. 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 the second Monday of the month.

- B. Special Guild meetings may be called by the President, by the Board of Directors, or upon written request of ten (10) members of the Guild. The purpose of the meeting shall be stated in the call, only the business stated in the call shall be transacted. Except in the case of an emergency, at least a three-day notice shall be given.
- C. The general Guild meeting in May shall be for the purpose of the installation of officers, receiving annual reports of the committee chairs, and for any other business that may arise.

#### Section 2. Quorum

Twenty percent (20%) of the members of the Guild shall constitute a quorum.

## ARTICLE VI. BOARD OF DIRECTORS

#### Section 1. Membership

The officers, the chairs 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:

- 1) Maintain the general supervision of the affairs of the Guild during the interim between general Guild meetings and report its actions to the Guild.
- 2) Recommend to the Guild the establishment of additional standing committees or special committees.
- 3) Be subject to the order of the Guild. None of its actions shall conflict with the authority delegated by the membership.
- 4) 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 general Guild meeting. Special meetings of the Board of Directors 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.

## ARTILE VII. COMMITTEES

#### Section 1. Committees

There shall be six (6) standing committees: Membership, Publicity, Travel, Welcome, Wednesday Social Activities and Fundraising.

A. Membership Committee shall:

- 1) Collect annual dues.
- 2) Maintain an accurate list of all members.
- 3) Order name badges.
- 4) Prepare an annual membership directory.

B. Publicity Committee shall:

- 1) Arrange for publications of activities in the news media.
- 2) Place information in various parish media publications.
- 3) Take advantage of all means to promote the Guild and its events.

C. Travel Committee shall arrange travel tours and trips.

D. Welcome Committee shall:

- 1) Provide new women parishioners information about the Guild and extend an invitation to join.
- 2) Introduce guests and new members at general Guild meetings.

E. Wednesday Social Activities Committee shall:

- 1) Approve any Wednesday social events that are directed by the Board of Directors.

F. Fundraising Committee shall:

- 1) Seek innovative ways to increase Guild income.
- 2) Submit all fundraising projects to the Board of Directors for approval.

- G. Special Appointed Committees shall:  
Be appointed as necessary by the President.

#### Section 2. Duties of Committee Chairs

- A. The chairs, appointed by the President, shall select the committee members.
- B. The chairs of each committee are responsible for submitting a report at the Board of Directors' meetings and to the membership at the general Guild meetings.
- C. At the May general Guild meeting the chair 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

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Guild where they are applicable, and consistent with these bylaws.

#### Section 2. Parliamentarian

- A. Appointment  
The President may appoint a Parliamentarian.
- B. Duties  
The Parliamentarian shall be 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 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.

Bylaw Revisions:

Adopted October 1980

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

March 3, 2025

# Our Lady of Lourdes Women's Guild

## STANDING RULES

1. General Guild meetings shall be held at 9:30 am on the first Monday of each month, unless circumstances determine otherwise. December shall be an optional meeting.
2. The Social and project time of the Guild shall be held on all Wednesdays of the month starting at 9:00 am, except the 3<sup>rd</sup> Wednesday.
3. Annual dues are five dollars (\$5.00) for both new and renewing members. Annual dues will be collected starting in September. New members may join at any time. The Guild's fiscal year is July 1 through June 30.
4. All monies collected shall be turned over to the Treasurer with the required documentation and signature.
5. The Guild will give no less than 60% of net income for the needs of the parish. The balance will be used for spiritual development, charity, social functions, and the operation expenses of the Guild.
6. Any expenses over \$500.00 must be approved by the Board of Directors and Guild Membership.
7. Communication to members will primarily be by the parish notification system.
8. These standing rules may be amended at any general Guild meeting by the majority of the members present and voting.

### Standing Rules Revisions:

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

March 3, 2025

## Our Lady of Lourdes Women's Guild

The undersigned attest that the attached Bylaws for Our Lady of Lourdes Women's Guild were duly adopted by the membership on March 3, 2025.

Signature: Mary Fox Date: 3-3-2025

Mary Fox, Guild President 2024 - 2025

Signature: June E. Unrein Date: 3-3-25

June Unrein, Guild Vice President 2024 – 2025  
And Chair, Bylaws Revision Committee