



SRB

LADIES of SRB

CONSTITUTION AND BY- LAWS LADIES of SRB

REVISED JANUARY 15, 2013

- **Includes Addendums Feb 19, 2013**
- **Major revisions, May 2015**

Article I Name

Section 1 The name of this organization shall be The Ladies of St. Robert Bellarmine (The Ladies of SRB).

Article II Purpose

Section 1 To aid and support the parish, school and community through the ministry of Christian service.

Section 2 To develop and foster a close relationship among the women of the parish through social and fundraising activities.

Section 3 To create a welcoming environment that encourages spiritual growth and participation in religious events.

Article III Membership and Dues

Section 1 Any female eighteen (18) years of age or older shall be eligible for membership.

Section 2 To be a member in good standing:

- a) One must attend at least three (3) meetings and assist in one (1) or more Ladies of SRB related activities each fiscal year. The fiscal year is defined as the period from July 1st to June 30th.
- b) In addition, a member must have annual dues of 5 (\$5.00) dollars paid by December 31st of the current year.

Article IV Officers

Section 1 The officers of this organization shall be:

- President
- Vice-President
- Secretary
- Treasurer
- Sergeant at Arms

- Section 2 The officers shall constitute the Executive Board.
- a) The pastor, or designee of the pastor, shall be an Ex-Officio member.
 - b) The past President shall be a non-voting advisory member with the privilege of attending all Executive Board meetings.
 - c) No member of the Executive Board shall, under any circumstances, have more than one vote per person.
 - d) The Membership chairperson, Publicity chairperson and the Sergeant at Arms may attend the Executive Board meetings if they choose to.
- Section 3 The Vice-President shall fill a presidential vacancy.
- Section 4 Other vacancies shall be filled for the unexpired term by a majority vote at the next general membership meeting.
- Section 5 In the absence of the President at any meeting the other officers shall preside in the following sequence: Vice-President, Secretary, Treasurer and Sergeant at Arms.

Article V Duties of Officers

- Section 1 The President shall preside at all meetings and act as chairperson of the Executive Board. As President she shall ensure an ongoing planning process for the organization's activities for the year ahead and its future. She shall consider Board and committee assignments to make sure that all work of the Board is effectively delegated for completion. She shall not have a vote in any matters of business unless it is to be a tie-breaking vote. The President shall be Ex-Officio member of all committees and shall perform all other duties incident to the Office of President.

- Section 2 The Vice-President shall perform all the duties of the President in her absence. She shall, in the event of a committee chairperson vacancy, act as chairperson of that committee until such time as a chairperson can be appointed, unless the organization finds it no longer feasible to continue that committee function or event.
- Section 3 The Secretary shall keep minutes of all meetings, a record of the organization's activities and any other correspondence. This includes maintaining a list of the food/beverage refreshment schedule and coordinating greeting cards (i.e. illness, sympathy or thank you)
- Section 4 The Treasurer shall collect and disburse all funds of the organization under the direction of the Executive Board and keep the books of account which shall be at all times open to the inspection of the Executive Board. She shall provide a financial report at each general membership meeting and at any time when requested by the Executive Board.
- a) A midpoint fiscal year audit report conducted by the Treasurer, Vice-President and a neutral party will be provided to the membership. She shall make an annual financial report at the July meeting or before leaving office.
 - b) All monies are run through the parish books and are the property of St. Robert Bellarmine parish.
- Section 5 The Sergeant at Arms shall ensure all bylaws and traditions are respected by everyone. During the general membership meetings she shall be responsible to make certain all parliamentary procedures are following Roberts Rules of Orders and that order is maintained. It is the Sergeant at Arms duty to enforce the rules and is responsible to report any infractions or violations of the organization's bylaws to the general membership.

Article VI Committees

- Section 1 There shall be three (3) standing Committees/Chairpersons: Membership, Activities and Publicity. Other standing Committees may be added by a majority vote of the membership.
- Section 2 The Membership Chairperson shall maintain a current roster which shows:
- a) Members who are current with paying their dues.
 - b) A record of attendance at meetings.
 - c) A record of participation at a Ladies of SRB related activity/event confirming at all times members in good standing during the fiscal year.
- Section 3 The Membership Chairperson shall record all receipts of monies paid for dues by all members and turn over to the treasurer all monies collected.
- Section 4 The Activities Committee shall be responsible for the organization and execution of an activity/event that benefits the parish and the Ladies of SRB. Each specific activity/event shall have a facilitator/chairperson. Responsibilities include:
- a) Organizing and coordinating an event volunteer schedule.
 - b) Purchasing goods and supplies for an event.
 - c) Communicating with the Publicity Chairperson.
 - d) Completing the facility rental form, if required, which is found on the St. Robert Bellarmine website.
 - e) Being present at the event they are facilitating.
 - f) Communicating with the volunteers throughout the event.
 - g) Communicating with the Men's Club or designated contact for the event.

- h) Providing an expense report to the Treasurer including valid store receipts within two (2) weeks after the event.
- i) Providing a list of member volunteers present at their activity/event to the Membership Chairperson.

Section 5 The Publicity Chairperson (with assistance from other members) shall be responsible for promoting events and activities of the Ladies of SRB. This includes creating event flyers, posters or other forms of marketing; submission of church bulletin articles; maintenance of the Ladies of SRB website and social media.

Article VII Meetings

Section 1 The General Membership meeting of the Ladies of SRB shall be held every month on the third Tuesday of the month. Food and beverages for each meeting shall be provided by members of the organization on a rotating basis.

Section 2 Special meetings shall be called by the President or upon written petition by five (5) members of the Ladies of SRB.

Section 3 The Executive Board shall meet at least once each month, at a time and place to be determined by the President, and shall have general supervision over the affairs of the organization.

Section 4 Three fourths (3/4) of the members present shall constitute a majority for the transaction of business at any meeting.

Section 5 Newly elected officers shall take office at the July meeting at the conclusion of old business by the out going Executive Board.

Section 6 All Officers and Chairpersons of Committees, upon completion of or resignation from office, shall deliver to the incoming President all monies, accounts, record books, reports and other properties of the Ladies of SRB.

Article VIII Nominations and Elections

Section 1 Each year at the March meeting, the President shall appoint a Nominating Committee consisting of three (3) members.

Section 2 The Nominating Committee shall prepare a slate of at least one (1) candidate for each office and conduct the elections.

Section 3 Candidates for office must be members in good standing.

Section 4 Nominations for each office shall be in order at the May meeting.

Section 5 Officers shall be elected for a one (1) year term of office by secret ballot at the May meeting.

Section 6 A majority of all votes cast shall be necessary to elect an officer. When a candidate does not receive a majority vote for any given office, the name of the candidate for each office receiving the lowest number of votes shall be dropped, and thereupon the members shall ballot again for such office until a majority is obtained. A majority is defined as half of the members present plus one.

Section 7 Only members in good standing shall be eligible to vote.

Section 8 Members must be present to vote. Voting by proxy shall not be allowed.

Article IX Order of Business

The Order of Business at all General Membership Meetings shall be as follows:

- Section 1 Call to Order
- Section 2 Opening Prayer
- Section 3 Report of Executive Board
 - a) President
 - b) Vice-President
 - c) Secretary
 - d) Treasurer
- Section 4 Report of Standing Committees
 - a) Membership
 - b) Hospitality
 - c) Publicity
- Section 5 Report of Special Committees
- Section 6 Correspondence
- Section 7 Old Business
- Section 8 New Business
- Section 9 50/50 Drawing
- Section 10 Closing Prayer – Intentions of General Membership
- Section 11 Adjournment

Article X Parliamentary Authority

- Section 1 Parliamentary procedure in accordance with the “Robert’s Rules of Order” shall govern the proceedings of the Ladies of SRB.

Article XI Amendments

- Section 1 This Constitution and Bylaws may be amended at a regular meeting of the Ladies of SRB.
 - a) The amendment(s) will be presented for consideration at a regular meeting.
 - b) The formal amendment(s) must be made and read into the minutes at the regular meeting immediately preceding the meeting at which the amendment is to be voted upon. After so made, and recorded in the minutes, the amendment is not to be changed,

altered, added to or deleted from. An affirmative motion to place the amendment on the agenda for the next meeting must be made at the aforesaid preceding meeting.

- c) The amendment(s) will need an affirmative vote by a 2/3 majority of members present at the next meeting to become part of the bylaws.

Article XII Limitation on Spending by the Executive Board

Section 1 The Executive Board shall not spend, pay out, expend, disburse, assign or commit from the Treasury of the organization more than a total of 10% of the current balance for the month in any one month for any new or existing program, project, event, affair, organization, object or plan in lump sum payment or partial or installment plan of payment without the majority vote of the membership at a regular meeting. No such disbursement, assignment or commitment shall be made unless it is an emergency that cannot wait to be voted upon by the membership at the next meeting.

Section 2 The Executive Board may, in addition to the provisions in Section 1 for emergency expenditures, authorize disbursement of a reasonable sum for the purpose of:

- a) A fruit basket, not to exceed fifty (\$50.00) dollars including delivery, or some similar acknowledgement of caring, to a member in good standing who is, or recently was, hospitalized for a serious condition.
- b) A floral arrangement, not to exceed seventy-five (\$75.00) dollars, for the funeral of a deceased member or such other show of condolences that may be preferred by the family.
- c) Mass intentions, not to exceed twenty (\$20.00) dollars, to be celebrated at St. Robert Bellarmine upon the death of a Ladies of SRB member or one of their immediate family members.

Section 3 All disbursements made under Section 1 or 2 will be reported at the next meeting.

Article XIII Obtaining a Copy of the Bylaws

Section 1 A copy of the Constitution and Bylaws of this organization shall be made available to any member requesting a copy. The Membership Chairperson shall keep a supply of copies for new members. A copy of the current Bylaws will also be available on the St. Robert Bellarmine website; www.strobertbellarmine.com.

Article XIV The Determination of all Ladies of SRB Funds at Such Time as the Ladies of SRB No Longer Exists.

Section 1 At the final official Ladies of SRB General Membership meeting, members of the Ladies of SRB who are in good standing shall vote to determine what and how all funds will be distributed. This would be consistent with the provisions of the Bylaws including Article II and Article XII.