

**ST. PAUL LADIES GUILD
BY-LAWS
REVISED AND VOTED ON APRIL, 2019**

ARTICLE I – NAME

The name of the organization shall be St. Paul’s Ladies Guild.

ARTICLE II OBJECTIVES

1. To promote religious, educational, social functions, and parish support for the good of St. Paul’s Church and St. Paul’s Ladies Guild.
2. To promote friendship and unity among the members.

ARTICLE III – MEMBERSHIP

1. The following qualifications are necessary for membership eligibility
 - A. That she be a member or former member of St. Paul’s Church or a member of a Catholic Church from a neighboring town.
 - B. That she pay the membership fee of ten (10) dollars annually, with the exception of Honorary members who may choose to make a donation.
 - C. That dues be set aside for members use only.
2. All Charter members are to be honored as life long members.
3. All Honorary members, upon reaching the age of eighty (80) years, and having been a member in good standing will no longer have to pay dues.

ARTICLE IV – DUTIES OF MEMBERS

Every member shall:

1. Attend the monthly meetings.
2. Pay annual dues.
3. Be obligated to serve St. Paul’s Ladies Guild in whatever capacity they may be assigned whether summoned by the President, other officers, or committee chairpersons.
4. Promote any social event of St. Paul’s Ladies Guild, whether she attends meetings or not.

ARTICLE V – PRIVILEGES AND BENEFITS

1. A mass shall be offered for deceased members during the month of November. All members shall attend.
2. An active or Honorary member shall receive a get well, or sympathy card (spouse or child) on the appropriate occasion.
3. When an active or Honorary member dies, members shall attend the wake and/or funeral Mass if possible. An Honor Guard may be formed if possible.
4. Changes to the By-laws shall be presented and discussed at the March meeting. Members shall vote on any changes to be made in the By-laws at the April meeting.

ARTICLE VI – DUES

Annual dues shall be paid as soon as possible; preferably at the first meeting.

ARTICLE VII – OFFICERS

1. A member who has been in St. Paul Ladies Guild for one (1) year may hold office.
2. Officers of St. Paul’s Ladies Guild may hold the same office when approved by the nominating committee for two (2) consecutive terms. A term of office is one (1) year. A term of office may be longer than 2 years if no one volunteers to fill a said position as long as the person has the approval of the Guild members.
3. The officers of this organization shall be:
 - President
 - 1st Vice President
 - 2nd Vice President
 - Secretary
 - Membership Secretary
 - Assistant Membership Secretary
 - Treasurer
 - Chaplain
4. The above named officers, the immediate past president, the program, publicity, and honor guard chairpersons shall comprise the Executive Board.
5. In case of a vacancy, said vacancy shall be filled by a special election of the Executive Board.

ARTICLE VIII – DUTIES OF OFFICERS

1. The President shall preside at all meetings. She shall appoint special committees and shall be a member of all committees, ex-officio.
2. The Vice Presidents, in the absence of the President, shall preside. They shall be responsible for monthly refreshment committees.
3. The Secretary shall keep minutes of the meetings. She shall care for all correspondence of St. Paul’s Ladies Guild.
4. The Membership Secretary shall collect annual dues and shall keep and provide a list of members.
5. The Treasurer shall keep records of all moneys received and disbursed, either electronically or in bound ledger. She shall pay the bills of St. Paul’s Ladies Guild.

ARTICLE IX – MEETINGS

1. Regular monthly meetings shall be held on the first Wednesday of each month starting in September. There will be no meetings in the months of January, July, and August. In the event of inclement weather, if Berlin Schools are cancelled, then St. Paul’s Ladies Guild meeting will be cancelled.
2. A special meeting may be called by the President when necessary.
3. The nominees for the coming year are presented at the May meeting. Nominations from the floor are accepted at this time. Election will follow.
4. Elected officers shall be installed at the June meeting.
5. The order of the meeting shall be:
 - A. Call to order
 - B. Prayer

- C. Secretary's report
- D. Treasurer's report
- E. Membership Secretary's report
- F. Reports of various committees
- G. Old business
- H. New business
- I. Adjournment

ARTICLE X – COMMITTEES

1. Executive Board

A. The Executive Board (Article VII, No. 4) shall interpret the By-laws and settle all grievances.

B. The President shall act as Chairperson and call meetings of same.

2. Nominating Committee

A. Members of the nominating committee shall consist of the current president, the immediate past president, plus three (3) guild members with the immediate past president acting as chairperson. If there is no immediate past president, the current president shall act as chairperson.

3. Refreshment Committee

A. Members shall volunteer to provide refreshments, and assist in other related duties, such as cleanup at least once a year.

4. Cheer Committee

A. Duties of the Cheer committee shall be to send get well and sympathy (spouse or child) cards to active members

5. Program Committee

A. Program committee shall plan and present programs at the monthly meetings with Executive Board approval.

6. Special Committees

A. Special Committees shall be formed on an as needed basis.

7. Publicity Committee

A. Publicity committee shall handle all publicity for St. Paul's Ladies Guild, including special events.

8. Honor Guard

A. The Honor Guard Chair person shall assemble Guild members to form an Honor Guard who will attend funeral and/or wake of a deceased member.

B. **No officer** shall be required to serve as an active member of any committee except the Executive Board.

ARTICLE XI – FINANCES

1. Scholarships - The Guild will award scholarship money to St. Paul School students. The amount may vary each year depending on the treasury balance.
2. Balance left in the Treasury at the end of each year shall not be less than one thousand dollars (\$1,000.00).

3. The Executive Board is empowered to spend up to one hundred fifty dollars (\$150.00) for any one item. Any purchase over this amount has to be approved by the general membership.
4. The treasury books shall be audited each June.

ARTICLE XII – AMENDMENTS

1. Amendment to the By-laws may be made by a two-thirds ($\frac{2}{3}$) vote of the membership present at said meeting.
2. The by-laws shall be reviewed and revised every two years.