

**BY-LAWS OF
THE GUILD OF ST. JOSEPH CATHOLIC CHURCH**

Libertyville, Illinois

The Guild of St. Joseph Mission Statement

The Guild of St. Joseph Catholic Church, as a women's organization in St. Joseph's parish, Libertyville, IL provides many social, spiritual and service opportunities for its members. It will unite the women of the parish in a community of service and offer each member the opportunity to use her individual talents. The Guild of St. Joseph will assist the pastor in ministering to family life, church, social and community.

ARTICLE I

Name

The name of this organization shall be The Guild of St. Joseph Catholic Church

ARTICLE II

Purpose

The purpose of this organization shall be to promote among its members fellowship and spirituality and to serve the needs of the Church of St. Joseph Catholic Church and its community.

ARTICLE III

Membership

Membership is realized through participation in a Circle. Members are required to pay annual Guild dues. Individual Circles may determine their own requirements for meeting attendance, and participation in Guild and Circle activities.

ARTICLE IV

Circles and Circle Leaders

Section 1: Circles

The Guild is divided into groups called Circles. The purpose of Circles is to provide the opportunity for women to work in smaller groups toward common goals.

As part of the Guild, each Circle is required to participate in various Guild functions and to assume responsibility for one "Guild Activity" each year. Guild Activities are determined and assigned by the Guild Board. All income and expenses from Guild Activities must go directly through the Guild Treasurer.

As part of the Guild, Circles may not raise funds (from sources outside their circle) in the name of the Guild, and disperse it themselves. All such funds must be turned over to the Guild Treasurer, with a complete accounting of the fundraiser. If the Circle would like the funds to go to a particular charity or specific use within the parish, they may make a note of it when presenting the funds to the Guild.

Section 2: Circle Leaders and Their Duties

Circle leaders are appointed within each Circle. Circle leaders are expected to support Guild activities and their duties include but are not limited to:

- organizing Circle meetings
- attending and making an oral report at monthly Guild Board meetings
- confirming all members of their Circle have registered as Guild members for the year
- communicating Guild information to Circle members

Circle leaders should also participate in any events for newcomers or the Parish and assist the chairperson of such events as required. If a Circle leader is unable to attend a Guild Board meeting or any other required Guild function, then the Circle leader is responsible for sending a Circle representative in her place.

ARTICLE V

Guild Board

The Guild Board shall be defined as and consist of the following: the Executive Board of the Guild and Circle Leaders.

ARTICLE VI

Executive Board and Duties

The Executive Board shall be defined as and consist of the following officers:

President, Vice President, Membership Chair, Secretary, Treasurer, Publicity Officer, Advisory Officer, Member at Large Advisor, and Council of Catholic Women Advisor.

Section 1:

The **President** shall preside over all meetings of the Guild, the Guild Board and the Executive Board. The President shall be an ex-officio member of all committees with the exception of the Nominating Committee. The President shall appoint committee chairpersons and shall perform other duties usually pertaining to the office of President.

Section 2:

The **Vice President** shall preside at Board meetings in the absence of the President. The Vice President shall oversee activities and fundraisers of the Guild and the individual Circles. The Vice President shall chair the Nominating Committee.

Section 3:

The **Membership Chair** shall be responsible for recruitment and maintaining membership within the Guild.

Section 4:

The **Secretary** shall record and keep the minutes of all meetings of the Guild Board. She shall send the copies of these minutes to the Guild Board within ten days of the meeting.

Section 5:

The **Treasurer** shall handle all income as well as all expenditures and disbursements. The Treasurer shall keep records of all financial transactions, present monthly reports to the Guild Board, and submit a year-end report to the general membership. All Guild funds shall be deposited by the Treasurer in a bank account designated by the Guild Board. Only the President may sign checks in the event of disability or absence of the Treasurer.

Section 6:

The **Publicity Officer** shall be responsible for all press releases to the local newspapers and parish bulletin concerning Guild news. The Publicity Officer is also responsible for updating Guild information on the parish website as needed. Publicity for Standing Committee and Special Events Committee projects may be handled within the committee with the approval of the Guild Publicity Officer.

Section 7:

The **Advisory Officer**, the previous past President of the Guild shall remain active and act as Parliamentarian, interpret Guild by-laws and assist and advise the current

President as needed. The term of this office will offer support through the December Board meeting of the new President's first year.

Section 8:

The **Council of Catholic Women Advisor** reports back to the Guild all pertinent information from the Council of Catholic Women.

Section 9:

The **Member at Large Advisor** assists any Board member on an as needed basis.

All Board members shall assist the President in all matters pertaining to the Guild as needed.

ARTICLE VII

Nomination and Election of Officers

Section 1:

The **Nominating Committee** shall consist of six members, including three members of the Executive Board and three members selected from the Circle leaders of the Guild. This committee shall meet in February to nominate officers for the coming year. The Vice President, as chairman of the Nominating Committee, shall hold the meetings and contact potential candidates. Minutes shall be kept.

Section 2:

The report of the Nominating Committee, including the nominated persons and applicable background information, shall be submitted to the CBC in writing.

Section 3:

The Vice President shall present the slate of officers for the upcoming year no later than the April board meeting.

Section 4:

New officers shall be installed in their new position at the May board meeting and assume their duties at the May board meeting.

Section 5:

Selection of officers shall take place every year, with each officer slated for a term of one year, with the option of remaining in the position for a second year.

The term of the President shall be two years.

If it should become necessary for an officer to resign from the position on the Guild Board, such resignation shall be submitted in writing to the Guild President. If an officer must be replaced prior to fulfilling the 1-year term, the President shall immediately select a replacement with the approval of the Executive Board for the remainder of the term.

Section 6:

If the President needs to be replaced, a new Nominating Committee shall be formed to nominate a candidate to fill the position. The candidate must be approved by the Pastor. No person shall be appointed to the same office for more than one consecutive term.

Section 7:

Any officer who does not fulfill the assigned responsibilities may be relieved of office by majority vote of the Guild Board. Appointment of a replacement shall be made as described in Section 3 above.

ARTICLE VIII

Meetings

Section 1:

Regular meetings of the Guild Board shall be held at a time designated by the Guild President.

Section 2:

Circle meetings shall be scheduled as soon as possible after the monthly Guild Board meetings.

Section 3:

Executive Board meetings shall be called at the President's discretion or upon the request of seven members of the Guild Board.

Section 4:

Emergency meeting of the Guild Board or Executive Board may be called at the President's discretion.

Section 5:

Newly elected officers and circle leaders shall attend the May meeting of the Guild Board. It is suggested that a meeting of the new Executive Board be held prior to the May Board meeting to acquaint the new officers with their responsibilities.

ARTICLE IX

Financial Administration

Section 1:

The fiscal year shall begin on the first day of July

Section 2:

All donations need to be approved by the Executive Board. The total amount of donations shall be based on available Guild funds less amounts needed to conduct Guild business.

Section 3:

Each Executive Board, at the conclusion of its administration, shall leave a sum of money in the Guild treasury equal to the unpaid bills and obligations of the Guild.

ARTICLE X

Standing Committees and Special Committees

Special Events Committees may be formed as necessary to direct the various activities of the Guild.

Standing Committees are subject to change as the needs of the Parish change.

ARTICLE XI

Voting Powers

All members of the Guild Board shall have voting powers. Special Event and Standing Committee Chairpersons shall have one vote for each event or Committee. Each Circle has one vote.

ARTICLE XII

Spiritual Advisor

The Guild Liaison shall be appointed by the Pastor.

ARTICLE XIII

Amendments

The Guild By Laws may be amended at any Guild Board meeting by a two-thirds vote of the voting members present after notice has been provided at the previous Board meeting.

ARTICLE XIV

Rules of Order

The rules contained in Robert's Rules of Order shall govern the Guild of St. Joseph in all cases in which they are applicable and in which they are consistent with the rules of this organization.

Revised: September 2014