

St. Cletus Women's Club

By-Laws

Article I – Name

The name of the organization shall be St. Cletus Women's Club, hereinafter referred to as the Women's Club.

Article II – Mission Statement

The Women's Club exists to welcome new women into the parish, to provide spiritual and social activities for members, to encourage participation in parish life and to promote charitable projects.

Article III – Membership

Section 1 – Eligibility

The Women's Club is open to all adult women who are registered members of the parish. There shall be no limit to the number of members.

Section 2 – Admission for Membership

Each member must complete membership form and pay annual dues.

Article IV – Board Members and Elections

Section 1 – Board Members

The Board Members shall be the President, Vice President, Secretary and Treasurer.

Section 2 – Eligibility of Board Members

All members shall be considered eligible for Board Member positions.

Section 3 – Terms of Office

Board Members shall be elected for a term of one year with the exception of the Vice President, who shall become the President the year after serving as VP.

Section 4 – Elections

Elections shall be held during a general meeting at the close of the fiscal year (May). Any Women's Club member may nominate herself or another member. A majority vote of the members present and voting shall elect.

Section 5 – Vacancies in Office

If a member must vacate her position during the fiscal year, the President will appoint her replacement. However, the vacancy of the Vice President shall be filled by a special election.

Article V – Duties of Board Members

Section 1 – President

- A. Set meeting schedule
- B. Prepare agenda for each meeting
- C. Preside at each meeting
- D. Appoint Chairs for all committees
- E. Act as liaison between Fr. Clark and Women's Club
- F. Act as representative of Women's Club at parish meetings or functions

Section 2 – Vice President

- A. Assist the President
- B. Preside at meetings in the absence of the President

Section 3 – Secretary

- A. Keep the minutes of all meetings
- B. Furnish Members with copy of minutes within one week after each meeting.
- C. Handle all communications with members including email, mailings, invitations etc...
- D. Conduct all correspondence such as notification of meetings etc..

Section 4 – Treasurer

- A. Be custodian of funds of Women’s Club, including all fundraising activities.
- B. Keep detailed records of all income and expenditures
- C. Provide financial report to membership at each meeting
- D. Prepare an annual year end financial report to provide to Board and general members
- E. Develop a projected budget for upcoming fiscal year

Article VI – Committees

- A. Committees will be formed on an as needed basis. Size of committees will be determined by the Board Members and volunteers will be requested.
- B. Committee chairs will be appointed by the President
- C. Committee chairs will be responsible for providing an update and progress report to the Board and general members at each meeting.

Article VII – Dues

The annual dues shall be set by the Board Members at an appropriate dollar amount. Dues will be used as an operating budget for the fiscal year to cover expenses of meetings, mailings and costs associated with hosting events throughout the year. Annual dues shall be paid by May 31st for the following year.

Article VIII – Meetings

There shall be no less than 3 general meetings per year. Each meeting is open to all members.

Article IX – Finances and Funds

Section 1

The fiscal year shall run from June 1st – May 31st.

Section 2

The Women’s Club may make financial contributions to organizations other than St. Cletus Church.

Article X – Events

The majority of events are to be run self-funded with the exception of expenses approved by the Board.

Article XI – Amendments

Section 1

These by-laws may be amended at any general meeting by a 2/3 majority vote of the members present and voting.

Section 2

A by-law may be amended through the mail by a 2/3 majority of the votes received.