

OUR LADY OF PERPETUAL HELP WOMEN'S CLUB BY-LAWS

PREFACE

On March 31, 1942, the Altar and Rosary Society of Our Lady of Perpetual Help Parish in Glenview Illinois, was reorganized as the Glenview Catholic Women's Club. The Club became affiliated with the National Council of Catholic Women and the Archdiocesan Council of Catholic Women. On May 28, 1970, the Board of Directors officially changed the name to Our Lady of Perpetual Help Women's Club.

The Women's Club Guild System of organization is used for the purpose of uniting members into one unit. All the Guilds, in their unity through common objectives and governed by a Board of Directors, become one large parochial unit.

The individual Guilds are self-governed as to payment of their Guild dues, place of meetings, selection of Guild Leader and all Guild positions. Guild meetings and special events are conducted by the Guild Leader whose term coincides with the term of office in the Women's Club fiscal year (June 1 to May 31).

One of the most important objectives of the Women's Club is to work both individually and as a parochial unit to promote and provide spiritual, service, social and fundraising activities for the benefit of its members and parish community. Funds raised during the year are available to the Pastor at his request. An unrestricted donation is presented to the Pastor mid-year and at the end of the fiscal year.

Each Guild has one representative on the Board of Directors of the Club. This representative is the Guild Leader. She must attend all Board meetings or be represented by another member of her Guild. The respective Guild Leader then presents the information from the Board meeting, to her Guild.

These bylaws describe the general makeup and guiding principles under which the Women's Club operates.

On January 10, 2018, with the approval of the Board of Directors, the Bylaws were revised and changed.

BY-LAWS

ARTICLE I NAME

The Club name shall be known as Our Lady of Perpetual Help (OLPH) Women's Club.

ARTICLE II MISSION

The mission of this organization shall be to promote and provide spiritual, service, social and fundraising activities for the benefit of its members and parish community.

ARTICLE III MEMBERSHIP

Section 1

Any woman parishioner over the age of 18, interested in the mission and activities of the OLPH Women's Club shall be eligible.

Section 2

The membership shall consist of Regular Guild members, Sustaining Guild members, Honorary Guild members and Associate members

Regular Guild members shall be those women actively involved with a Guild who participate in its activities. Sustaining Guild members shall be those who want to be affiliated with a Guild but want to participate in a limited capacity.

Honorary Guild members shall be those women that continue to be involved but are no longer required to fully participate. Associate members shall be those women who want to be involved with the Women's Club as a whole but are not included in a specific guild.

Section 3

Every Guild except an Honorary Guild is expected to meet the following criteria:

Have a Guild Leader who attends all board meetings and communicates the minutes to the membership.

Fulfill the annual commitment to Emergency Shelter casseroles, Holly Fair, Parish Hospitality and Senior Ministries.

Cooperate with additional requests throughout the year.

Participate in other Women's Club functions as determined by the President and the Board.

Section 4

Honorary Guild Status may be given to a guild after petitioning the Executive Board of the Women's Club. The Board makes a decision based on the Guild's years of service, limited membership and other variables. Responsibilities of the Honorary Guild will be determined by the Executive Board on a case-by-case basis. The petition should be submitted by May 1, and a decision should be made by July 1 of the same year.

Section 5

Each Guild shall have a suggested maximum of 30 members and determine their own requirements for being Regular and Sustaining members.

Section 6

Each Guild is responsible for setting up its own internal governing rules as determined by its membership while in keeping with the requirements of Article III, Section 3

Section 7

All Guilds shall pay dues to the OLPH Women's Club. An annual fee shall be required of each Regular, Sustaining, Honorary, and Associate member. The amount will be determined by the Executive Board. All monies will be deposited in the OLPH Women's Club treasury. Dues are payable for the Club fiscal year (June 1 to May 31).

Section 8

Any monies generated by a Guild Sponsored Women's Club Event are to be remitted to the OLPH Women's Club treasurer within 60 days of the event.

ARTICLE IV GOVERNMENT AND OFFICERS

Section 1

The Executive Board consists of the President, Vice President, Treasurer, Secretary, Web Secretary and Moderator. The Board of Directors of the Club consists of all Officers and all Guild Leaders. Those eligible to vote are the Officers and the Guild Leaders. Decisions and resolutions shall be made on the approval of two thirds (2/3) of voting members present.

Section 2

The Officers shall be: President, Vice President, Treasurer, Secretary and Web Secretary. All Officers shall be elected for a term of one year, with the exception of Treasurer who serves a two year term.

Section 3

The Moderator of the Club shall be appointed by the Pastor and shall be invited to attend all Board meetings.

Section 4

The President and her Board shall be mindful of the composition and circumstances of each Guild in assigning responsibilities throughout the year.

Section 5

In the event of an Officer's inability to fulfill her term, the Nomination Committee shall appoint a replacement for the remainder of the term of office.

Section 6

All duly elected Officers and Chairwomen shall continue in office until their successors are installed or appointed. Upon retiring from office, all monies, accounts, papers and property belonging to the Club shall be turned over to their successors.

Section 7

Eligibility for becoming an Officer of the Club requires membership in a Guild for at least one (1) year.

ARTICLE V DUTIES OF THE OFFICERS

Section 1

The President shall manage all Women's Club activities and preside at all meetings of the Club and of the Board of Directors. She shall appoint all Standing Committee Chairwomen. A provision shall be made under "President's Fund" for up to \$3,000 to help the President underwrite the necessary expenses of her office and shall be used at her discretion. The treasurer shall have authority to review all expenditures.

Section 2

The Vice President shall preside in the absence of the President and shall assist the President in attendance at all committee meetings. She shall succeed the President the following year upon election to the position.

Section 3

The Secretary shall keep the minutes of the Women's Club Board meetings, ensure that the minutes are electronically distributed to the membership at large in a timely manner and present them for approval at the next Board meeting. She shall be responsible for updating and maintaining the membership records of the Women's Club. She shall keep a tally of the official vote of the Club.

Section 4

The Web Secretary shall be responsible for web based electronic communications and publicity including but not limited to the Parish website. She is also responsible for the electronic mailing of all general and specific notices for the Women's Club. All email communication to the Women's Club Membership shall consist of normal Women's Club and Parish related business.

Section 5

The Treasurer shall handle all expenditures and disbursements authorized by the Executive Board. She shall keep an account of all receipts and expenditures in books belonging to the Club, which shall at all times be open to the inspection of the Board of Directors. She shall present a financial report at the monthly meeting and a detailed monthly financial report to the President and Vice President. She shall also present a year- end report of the receipts and disbursements to the Parish Business Manager by July 1. All Club monies shall be deposited in a bank to be approved by the Pastor. The Pastor must be an authorized signor on all Women's Club accounts. The accounts shall be in the name of Our Lady of Perpetual Help Women's Club.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1

The Nominating Committee shall be composed of the five (5) Past Presidents, the current President, Vice President, and the Moderator. Only the Past Presidents shall have a vote. The senior Past President acting as Chairwoman shall attend the January meeting of the Women's Club Board and request from the Guild members any nominations for Officers for the following year. The Nominating Committee shall prepare a slate of candidates that will be presented at the March Women's Club Board meeting. Each Guild Leader shall present the slate to her Guild for a vote. The slate will be accepted on approval of two-thirds (2/3) vote of Guild Members present. At the April Women's Club Board meeting each Guild Leader shall cast one (1) vote for her Guild for or against the proposed slate of Officers. The slate will be elected on the approval of two-thirds (2/3) of voting members present. The Secretary shall keep a tally of the official vote.

Section 2

Members of the Nominating Committee shall not be barred from being nominated for office.

Section 3

The Moderator must attend all meetings of the Nominating Committee and has veto power.

ARTICLE VII MEETINGS

Section 1

Executive Board meetings shall be left to the discretion of the incumbent Executive Board.

Section 2

Regular meetings of the Board of Directors shall be held in the second week of the month from September-May (excluding February) or on a date agreed upon by the .Executive Board.

Section 3

Guild meetings shall be held as soon as possible after the Board of Directors meeting.

Section 4

Special meetings of the Club or of the Board of Directors may be called at the Presidents or Moderators discretion.

Section 5

The deliberation of all meetings shall be guided by the Parliamentary Rules of Robert's Rules of Order.

ARTICLE VIII STANDING COMMITTEES

Section 1

There shall be the following Standing Committees: Arrangements, Associate Membership, Bylaws and Revisions, Directory, Goodwill and Welfare, Hospitality, Membership, Nominating, Parish Outreach, Senior Ministries, Sharing Ministry and Women's Club Inventory.

Section 2

Eligibility for becoming the Chairwoman of a Standing Committee requires membership in a Guild for one (1) year.

Section 3

The Arrangements Chairwoman shall be responsible for the hospitality preparations for each Board Meeting.

Section 4

The Associate Membership Chairwoman shall communicate Women's Club activities to the Associate Members and maintain a current list of Associate Members.

Section 5

The Bylaws and Revisions Committee shall be composed of the Moderator, President, Vice President, and the five (5) Past Presidents, with the senior Past President acting as Chairwoman of the Committee. The Committee shall record proposed changes in the Club Bylaws and submit same to the Board of Directors for approval. Guild Leaders shall present the changes to their membership for a vote.

The proposed changes will be accepted on approval of two-thirds (2/3) vote of Guild members present. At the subsequent Board meeting each Guild Leader shall cast one (1) vote for her Guild, for or against the proposed changes. The revisions will be accepted on the approval of two-thirds (2/3) of voting members present. The committee shall review the Bylaws at least every five (5) years.

Section 6

The Directory Chairwoman shall be responsible for the editing and publication of the directory for the Club.

Section 7

The Goodwill and Welfare Chairwoman shall notify the membership of a death of a member or her family and the arrangements. She shall also inform the membership of any births/adoptions in the Board agenda

Section 8

The Hospitality Coordinator shall schedule and coordinate Guilds to serve as hosts for Hospitality after select OLPH weekend masses.

Section 9

The Membership Chairwoman shall acquaint new women parishioners with the Club, its membership and activities. She shall refer new members to existing Guilds or organize new Guilds with the approval of the President.

Section 10

The Nominating Committee shall be composed of the five (5) Past Presidents, the current President, Vice President, and the Moderator. Only the Past Presidents shall have a vote. The senior Past President shall act as Chairwoman of the Committee. In the event the senior Past President is unavailable to perform the duties, the next senior Past President shall assume the responsibility. The immediate Past President shall serve as secretary.

Section 11

The Parish Outreach Chairwoman shall present opportunities to the membership, from the parish at large, for spiritual development and service.

Section 12

The Senior Ministries Coordinator shall organize and schedule activities, which respond to the needs of seniors at various community residences.

Section 13

The Sharing Ministry shall serve as the liaison between the Women's Club and the Parish Sharing Committee. She shall coordinate and respond to the needs of the Sharing Committee.

Section 14

The Women's Club Inventory Chairwoman shall be responsible for keeping a complete record of the items in the closet and a process for checking out and returning items.

ARTICLE IX GUILD SPONSORED EVENTS AND SERVICE

Section 1

Guild sponsored events whether fundraising, religious or service shall be up for review by the Vice President and her Board for approval for the following year. It is assumed that all Guild sponsored events are self-financed, however, any decision regarding financial support of Guild events is the sole discretion of the Women's Club Executive Board.

Section 2

Guilds are responsible for submitting their proposed event for review and approval prior to June 1 for the upcoming year.

Section 3

The Guild shall provide the following in their submission:

- purpose of the event
- the chair of the event
- detailed budget including; fixed costs, anticipated cost per person, as well as attendance needed to support event
- marketing plan for the event

Section 4

The Executive Board shall review the plan for the purpose of coordinating with other Women's Club events, Parish events and general feedback.

Section 5

One complimentary ticket shall be offered to the Women's Club President and Vice President for all Women's Club and Guild sponsored events.

ARTICLE X WOMEN'S CLUB SPONSORED EVENTS

Section 1

Any Women's Club sponsored event requiring a written contract must be approved by the President of the Women's Club.

Section 2

Complimentary tickets are given to all members of the incoming and outgoing Executive Boards, Parish Priests, and the Women's Club Service Award recipient, for the annual Installation Dinner.

ARTICLE XI WOMEN'S CLUB SERVICE AWARD

On May 11, 1994, with the approval of the Board of Directors, a Women's Club Service Award was established. The award is presented annually to a past or present member of the OLPH Women's Club, living or deceased. The candidate has exhibited energy, enthusiasm, and a Christian spirit in her support of and service to the Women's Club and to OLPH. Annually, in January, each Guild will be invited to submit the names of any potential candidates and their qualifications for this award. The Officers and the Moderator of the Women's Club will review the nominations and make a selection in March. The recipient will be announced at the April Board meeting and will be honored at the Installation Dinner in May. The recipient's name will be engraved on the Women's Club Service Award plaque in the church.