
Women of St. Gerard
(formerly St. Gerard Women's Guild)
Constitution and Bylaws
Founded 1958
(Amended 2008)
(Amended 2017)

ANNOTATED FOR REVISION

This copy of the **Women of St. Gerard** Constitution and By Laws has been annotated to identify needed revisions, based on the September, 2017 revision.

The **yellow highlighting** identifies text that is proposed to be revised.

Steve Buda

THE **WOMEN OF ST. GERARD** IS THE COMMUNITY OF THE **WOMEN OF ST. GERARD** PARISH, LED BY CHRIST AND INSPIRED BY THE BLESSED VIRGIN MARY, TO FOSTER GROWTH IN FAITH OF INDIVIDUAL MEMBERS AND PROMOTE FELLOWSHIP, SERVICE AND PRAYER THROUGHOUT OUR FAITH COMMUNITY.

Article I – NAME

- Section 1. This organization shall be named the **Women of St. Gerard**, Lansing, Michigan, and it shall be dedicated to our Blessed Mother.
- Section 2. The patronal feast of The **Women of St. Gerard** is the Feast of the Holy Rosary on October 7.

Article II – PURPOSE

- Section 1. The **Women of St. Gerard** will encourage devotion to Mary through the Rosary, attendance at the First Saturday masses, and on the feasts associated with our Blessed Mother.
- Section 2. The **Women of St. Gerard** will provide support and fellowship for women of all ages in our parish through activities both spiritual and social.
- Section 3. The **Women of St. Gerard** will contribute to the spiritual, educational and social needs of the parish.

Article III – MEMBERSHIP

- Section 1. The **Women of St. Gerard** consists of all women of the parish. All women of the parish are invited and encouraged to participate in **Women of St. Gerard** activities which help to promote faith, fellowship, and service throughout our faith community.

Article IV – OFFICERS

- Section 1. The pastor shall be an ex-officio and spiritual moderator of the **Women of St. Gerard**.
- Section 2. Officers of the **Women of St. Gerard** shall be practicing Catholics and active in events sponsored by the **Women of St. Gerard**.
- Section 3. The officers shall be a President, Vice President, Secretary, Treasurer, Faith and Fellowship Coordinator, Communications Specialist and Member Coordinator.
- Section 4. If approved by the Executive Board, two individuals may jointly serve in the same officer position at the same time and fulfill the duties of that office together.
- Section 5. The President and Vice President shall be selected for a one (1) year term with the Vice President automatically assuming the office of President the following year. No President or Vice President shall be eligible for the same office for more than two (2) years in succession.
- Section 6. Officers shall be installed in May and assume their duties immediately.
- Section 7. Upon resignation or death of an officer, the President shall appoint a successor to serve until the end of the term.

ARTICLE V – EXECUTIVE BOARD

- Section 1. The President, Vice President, Secretary, Treasurer, Faith and Fellowship Coordinator, Communications Specialist, Member Coordinator and Immediate Past President shall constitute the Executive Board with power to act in emergencies.
- Section 2. All business transacted by the Executive Board shall be reported to the Board of Directors at the next meeting.

ARTICLE VI – BOARD OF DIRECTORS

- Section 1. The ex-officio, Officers, Presidents of Circles, and the Immediate Past President shall constitute the Board of Directors.
- Section 2. The Board of Directors shall be the governing body of the **Women of St. Gerard**.
- Section 3. No member shall hold more than one office on the Board of Directors at any one time.

ARTICLE VII – MEETINGS

- Section 1. Bi-monthly meetings shall be held by the **Women of St. Gerard** Board of Directors from September through May. The meeting methodology utilized by the Parish shall govern the proceedings of all Women of St. Gerard Board meetings.

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- Section 2. The Order of Business at the **Women of St. Gerard** meetings shall include, but is not limited to include the following: prayer, information from last meeting, and reports of the Executive Board.
- Section 4. A quorum shall be a simple majority of the **Women of St. Gerard** Board members present and voting.
- Section 5. Special meetings of the **Women of St. Gerard** Board shall be held at the call of the President, or upon the request of three members of the Board.
- Section 6. Immediate past and present Officers and Circle Presidents shall meet by June to facilitate changeover and discuss **Women of St. Gerard** programs for the coming year.

ARTICLE VIII – DUTIES OF OFFICERS

- Section 1. The Pastor shall direct and guide the activities of the **Women of St. Gerard**. He shall be consulted on **Women of St. Gerard** matters and shall advise the President and Board of Directors.
- Section 2. DUTIES OF THE PRESIDENT:
1. The President shall preside at all Board and Executive meetings of the **Women of St. Gerard**.
 2. Attend Parish Council meetings as a voting member.
 3. May appoint special committees to carry on the administration of the **Women of St. Gerard**, including but not limited to a nominating committee which may identify a succession plan for the **Women of St. Gerard** board beginning in January of each year.
 4. Is authorized co-treasurer of the **Women of St. Gerard** in the absence or incapacity of the Treasurer.
 5. Serve as the ex-officio member of all committees and perform other duties as are necessary and usually attached to the Office of President.
 6. Maintain records of the year's activities and events for the archives of the **Women of St. Gerard**.
 7. Meet with the Pastor, prior to the September Board meeting and on an as-needed basis, to discuss fellowship, faith and service activities of the **Women of St. Gerard** and identify needs of the Parish.
 8. Request and compile the reports of circle presidents prior to **Women of St. Gerard** meetings in coordination with the Secretary.

Section 3. DUTIES OF THE VICE PRESIDENT:

1. The Vice President shall attend all meetings of the **Women of St. Gerard** Board and shall coordinate the **Women of St. Gerard** calendar to promote fellowship, faith and service opportunities for women of the parish for the upcoming year.
2. Assist women of the parish in developing connections with other women of the parish and assist in the creation of circles, if there is interest.
3. The Vice President shall assume the duties of the President in her absence or her incapacity, or in case of a vacancy.
4. The Vice President shall advance to the Office of President the following year.

Section 4. THE DUTIES OF THE SECRETARY:

1. The Secretary records the minutes at all meetings of the **Women of St. Gerard** and provides a copy of all minutes to the members of the Board of Directors and others in attendance.
2. The Secretary takes care of correspondence, sends out appropriate cards as requested and is the legal custodian of the meeting minutes.
3. May request and compile the reports of circle presidents prior to meetings in coordination with the President.

Section 5. DUTIES OF THE TREASURER:

1. The Treasurer receives all monies for the **Women of St. Gerard** and makes deposits in an authorized bank.
2. The Treasurer pays all bills and makes disbursements on behalf of the **Women of St. Gerard**. Any bill or disbursement above \$250, except for disbursement to the Church for bread and wine, must be approved by a simple majority of the Board members present and voting. The Treasurer maintains an itemized account of receipts and disbursements, and presents a financial report at all Board meetings.
3. An independent audit of all books and records is completed on an annual basis. An audit can be done by a member of the parish's Finance Committee.
4. The Treasurer will prepare a proposed annual budget with input from the executive board for the first **Women of St. Gerard** Board meeting in September. This budget will include projected receipts and disbursements for the year. The **Women of St. Gerard** fiscal year will be July 1st to June 30th, corresponding to the Parish's fiscal year.

Section 6. DUTIES OF THE MEMBER COORDINATOR:

1. The Member Coordinator shall maintain and utilize information to successfully contact women of the parish and encourage participation in group activities.
2. The Member Coordinator shall outreach to women of the parish and invite them to participate in faith, fellowship and service activities, especially new women parishioners, religious education participants, St. Gerard School parents and other women of the parish.
3. The Member Coordinator shall attend all meetings of the **Women of St. Gerard** Board of Directors.

Section 8. DUTIES OF THE FAITH AND FELLOWSHIP COORDINATOR:

1. The Faith and Fellowship Coordinator shall assist the board in planning social and spiritual activities on faith, fellowship and service for women of the parish.
2. The Faith and Fellowship Coordinator shall communicate with circles on planned activities and assist where necessary.
3. The Faith and Fellowship Coordinator shall work with the Communications Specialist and Member Coordinator to invite women of the parish to participate in activities.
4. The Faith and Fellowship Coordinator shall attend all meetings of the **Women of St. Gerard** Board of Directors.

Section 9 DUTIES OF THE COMMUNICATIONS SPECIALIST:

1. The Communications Specialist shall update and maintain social media, the church bulletin, and the parish bulletin board to communicate news and activities to the Parish in coordination with the President.
2. The Communications Specialist shall maintain and utilize a roster of all active participants to be used to invite women to participate.
3. The Communications Specialist shall work with other board members in identifying and utilizing means to contact women of the parish.

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4. The Communications Specialist shall attend all meetings of the **Women of St. Gerard** Board of Directors.

ARTICLE IX - WOMEN OF ST. GERARD CIRCLES

- Section 1. **Women of St. Gerard** members may form into circles named in honor of the Blessed Mother. Each circle may have its own officers, choose its own activities and meet at a time of its choice. Each circle is encouraged to focus its activities on the **Women of St. Gerard** mission and existing parish priorities.
- Section 2. A representative of each circle shall attend all meetings of the **Women of St. Gerard** Board. Each circle is encouraged to communicate with the **Women of St. Gerard** Board by sharing activities of the circle, needs of the circle and identified needs within the parish.
- Section 3. A representative of the circle shall work with the Faith and Fellowship Coordinator position in providing detailed information on the circle's activities, membership and finances for the upcoming year by June.
- Section 5. All net proceeds (profit after costs) of Circle fundraisers shall be given to the Treasurer for deposit into the **Women of St. Gerard** account. However, should a Circle be interested in supporting a charity of their choosing the following clause shall be followed:
- a. Notice shall be given to the **Women of St. Gerard** Board (or Executive Board if there is not a current Board meeting). This notice should preferably be prior to the setting of the annual proposed **Women of St. Gerard** budget in September.
 - b. The charity chosen shall align with the stated **Women of St. Gerard** and/or Parish mission.
 - c. The Circle shall advertise that the money raised from the fundraising event will support the **Women of St. Gerard** and the specific charity.
 - d. In order to support the specific charity while continuing to support the purpose of the **Women of St. Gerard**, a maximum of 40% of net proceeds may be donated to the charity with the remainder given to the **Women of St. Gerard**.

ARTICLE X – AMENDMENTS AND RATIFICATION

- Section 1. The Constitution and By-Laws may be amended and ratified at any **Women of St. Gerard** meeting by two-thirds vote of the members present, provided such changes meets the approval of the Board of Directors and the Pastor.

ARTICLE XI – DISSOLUTION OF THE WOMEN OF ST. GERARD

Section 1. In the event the **Women of St. Gerard** is dissolved, all monies belonging to the **Women of St. Gerard** will revert to St. Gerard Parish.

Section 2. All minutes, records, reports, yearbooks, financial statements, bulletins, pictures, news clippings, and other items that are the property of the **Women of St. Gerard**, shall be turned over to the Archives of St. Gerard Parish within 30 days of the dissolution of the **Women of St. Gerard**.

Revisions 3/64; 1/83; 3/89; 2/97; 5/97; 3/08; 3/17

Adopted 3/29/2017

2008 Revisions Committee: Kathy Baker, Jan Haselschwerdt, Lisa Hicks, Stephanie Johnson, Carrie Pence, Cay Warner

2017 Revisions Committee: Ellen Crombie, Jennifer Greenburg, Michelle Hart, Stephanie Johnson, Lindsey McCarthy, Kim Molnar, Misty Opperman and Kathy Warriner

2018 Revisions : Steve Buda replaces Guild with Women of St. Gerard references.