

**The Christian Women of
St. Lawrence Parish
~Bylaws~**

Adopted: March 8, 2011

Mission Statement:

To strengthen our faith and relationship with Jesus Christ
through spiritual growth and Christian support.

Article I

Name

This organization shall be known as The Christian Women
of St. Lawrence Parish.

Article II

Goals

To share experiences, provide spiritual guidance and support
in our Catholic faith, and strengthen our
families and parish community.

Article III

Membership

1. The Christian Women's (CW) membership shall be open to all Catholic women in our parish over the age of 18 – single, married, widowed or divorced.
2. New members may join the organization any time during the year.
3. Annual dues are \$2.00 for all members under age 65. Members age 65+ are lifetime members and no longer pay dues.
4. Renewing members pay their dues each September. New members pay their dues upon activation of membership.

Article IV

Officer Elections

1. Elected officers shall be President, Vice President, Secretary, and Treasurer.
2. Officers serve a two-year term. No one person shall hold a position for more than two consecutive years, but may be re-elected with an absence from the position of one or more years.
3. During election years the proposed slate of new officers shall be nominated at the April meeting, elected at the May meeting, and installed in September.
4. A majority vote of attendees is sufficient for election. In the event there is only one candidate for office, a motion should be made that the Secretary cast a unanimous ballot in favor of the candidate.
5. Each year a Vice-president is elected. The succeeding year, she moves into the position of President.
6. Every even year a new treasurer is elected and every odd year a new Secretary is elected.
7. If the office of the President becomes vacant during the year, the Vice-president automatically becomes President.
8. If offices other than President become vacant during the year, the remaining officers shall nominate from among the members to fill vacancies that occur.

Article V

Duties of Officers

1. Officers shall uphold the mission of CW and fulfill the specific duties outlined below for each of their positions.
2. One officer shall attend all Parish Council meetings and act as liaison between CW and the Council. The attending officer will update the group at the next CW meeting following the Council meeting.
3. Each officer and Committee chairwoman shall, within or upon fifteen (15) days after the expiration or termination of her term in office, turn over to her successor all books, papers, minutes, notes and other property pertaining to her office.

4. Officers shall discuss the group's calendar of events to ensure timely discussion at group meetings and arrange for special speakers at select group meetings.

The President:

1. Is responsible for upholding the mission of CW through communication with CW members.
2. Shall call and preside at all CW meetings, and as such shall prepare and distribute meeting agendas.
3. Shall appoint the chairwomen of all Committees and special committees.
4. Shall coordinate Church bulletin and pulpit announcements in conjunction with the Secretary.
5. Shall ensure effective transition to new officers upon completion of her tenure as President.

The Vice President:

1. Shall assume the duties of the President in her absence.
2. Oversees the maintenance of the CW web page on the St. Lawrence Parish website.
3. Performs other duties as assigned by the President, as specified by the bylaws, or as implied by her office.

The Secretary:

1. Shall keep the minutes and shall have charge of all papers pertaining to her office.
2. At all meetings, shall provide and read prior meeting minutes for amendment or approval.
3. Manages all official CW correspondence, both incoming and outgoing.
4. Maintains an official file of all CW documentation.
5. Coordinates with President and prepares all CW related announcements for the parish bulletin and pulpit announcements at Masses, as needed.

6. Submits all advertising of events to church secretary for publishing in other church bulletins.
7. Submits advertising of events to various papers, radio, etc.
8. Performs other duties as assigned by the President, as specified by the bylaws, or as implied by her office.

The Treasurer:

1. Manages all CW finances and is responsible for the collection of dues each year.
2. Maintains the official roster of CW past and present members.
3. Notifies members in arrears for past dues greater than two (2) years and updates official roster if members do not wish to continue membership.
4. Pays all bills that have been approved by the CW, or officers. Submits all donations to charities as approved by the CW.
5. Maintains and renders an account of all financial transactions at monthly CW meetings or at the request of the President.
6. Works with the designated banking institution to manage CW's account deposits and disbursements and reconciles all bank statements.
7. Performs other duties as assigned by the President, as specified by the bylaws, or as implied by her office.

Article VI

Special Appointees

Spiritual Leader:

1. The presiding priest of St. Lawrence Church shall serve as Spiritual Leader and advisor to CW.
2. Shall induct new officers and members at the annual kickoff meeting in September.
3. Shall attend CW meetings as needed, or as requested, and provide support.

Article VI

Committees

1. Committees are responsible for carrying out the various activities of CW and include the Sunshine Committee and Decorating Committee.
2. The President shall appoint a chairwoman for each Committee at the beginning of each year. Committee chairwomen will appoint chairwomen for any standing or special sub-committees under their Committee.
3. Committee chairs may serve more than one year of office.
4. Committee chairs shall maintain written records of the work of their Committees and shall, within or upon fifteen (15) days after the expiration or termination of their term in office, turn over to their successors all books, papers, minutes, notes and other property pertaining to their office.

Article VII

Meetings and Decision-Making

1. CW shall have monthly general meetings during the year at a time determined by the CW members.
2. At least two officers must be present at the monthly meetings. In the event officers are not available for a monthly meeting, the officers may decide to postpone the meeting to a different date for that month, or cancel the meeting.
3. The President or a majority of those present at any regular CW meeting may call special meetings.
4. A majority vote by 2/3 of attending members at a meeting carries an action.
5. Spending associated with CW events, fundraisers, meetings and charitable donations will be in line with the CW budgets and pursuant to the discussion and approval of the membership by voting during a meeting.

6. During the off-season months, June through August, CW officers may approve payment for minor expenses without prior discussion or approval of the CW.

Article VIII

Revenue

1. The CW holds various revenue generating events throughout the year, including bake sales, Christmas Cookie Sale, and Annual Card Party. The dates of the events are discussed and approved by CW members.

Article IX

Amendments

1. The by-laws may be amended by 2/3 vote of all members present at any regular meeting, provided the amendment has been presented in written form at a previous meeting.
2. Minor corrections may be made to the bylaws by the CW officers without prior presentation or discussion.

Article X

Benefits

1. There will be one Mass read for living and deceased CW members during the year, preferably in May.