

SAN RAFAEL WOMEN'S FELLOWSHIP STANDING RULES

- 1.** Any Elected Officer or Voting Committee Chairperson may have a "Co" person to share that position.
- 2.** If more than one person for the same position is present at a board meeting, only one vote shall be cast between them.
- 3.** The President(s) have the power to disburse funds not to exceed \$200.00 between meetings without calling a special meeting with the verbal approval of two (2) other voting board members.
- 4.** The President(s) may change time, date and place of the board or general meetings when necessary.
- 5.** A copy of the By-Laws and Standing Rules shall be published on the church website and a copy will be available at each general meeting.
- 6.** A budget shall be established each year. The budget shall be presented to the board for approval and then to the general membership on or before the October meeting.
- 7.** A committee of three (3) shall be appointed by the President(s) each year in March to establish our charitable donation disbursements, if any; their findings to be voted upon at the June board meeting.
- 8.** The mandatory 'parish supply' assessment shall be included in the yearly budget and paid in January.
- 9.** Only the invited speakers may sell their products at the Women's Fellowship Meeting at which they make their presentation, provided it relates to the subject presented.
- 10.** Monthly masses for Women's Fellowship Intentions are scheduled with the parish office - preferably for the day after the general meeting each of the 12 months of the current fiscal year of WF.
- 11.** Prior to establishing a contract agreement or making a down payment that would financially obligate Women's Fellowship, the executive board's approval must be obtained. Additionally, an executive board member must sign or co-sign the contract.

BY-LAWS OF SAN RAFAEL WOMEN'S FELLOWSHIP

Catholic Women United in Fellowship

ARTICLE I: MISSION STATEMENT

- A. To foster mature faith through parish and community endeavors
- B. To encourage greater love, understanding, and support to all
- C. To provide Women's Fellowship members with spiritual and social activities
- D. To serve the Parish and community through special projects and financial support

ARTICLE II: MEMBERSHIP

- A. Membership is primarily composed of women of the San Rafael Parish Community in San Diego, California
- B. Dues will be paid annually

ARTICLE III: BOARD OF EXECUTIVE OFFICERS AND THEIR DUTIES

A. Composition of the Executive Board:

- 1. The Executive Board of Officers is elected by the general membership and is comprised of the following:
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
- 2. A term of office is one year – June through May
- 3. An officer may serve no more than two consecutive terms in the same office
- 4. In the event that no candidate is nominated, the nominating committee may ask the sitting officer to serve one more term
- 5. To qualify for nomination as President, a member must have held a Board position.

B. Duties of Elected Officers:

1. President

- a) Presides at all meetings
- b) Carries out the rules and regulations as stated in the By-laws
- c) Appoints necessary chairpersons

- d) Prepares agendas
- e) May call special meetings of the Board as needed, with reasonable notice to members of the Board
- f) Serves as ex-officio member of all committees
- g) Represents Women's Fellowship at the Ministry Council Meetings, or may designate a representative
- h) Has authority to make emergency decisions with the approval of a simple majority of the Executive Board
- i) Has authority to sign checks, make deposits, and review bank statements
- j) Along with Treasurer, calls budget meetings
- k) Ensures that copies of Board Minutes, Treasurer's Reports and By-Laws are available at the General Meetings

2. Vice President

- a) Assumes the duties of the President in her absence
- b) Assumes additional responsibilities as delegated by the President
- c) Serves on budget committee at the discretion of the President

3. Secretary

- a) Records the proceedings of each Board and General Meeting
- b) Prepares the minutes within one week following each meeting
- c) Approved minutes shall be distributed to the President(s), the Board Members, and the Pastor of the Parish.
- d) Additionally, minutes of the previous meeting shall be made available at the General Meetings, and one copy will be filed for the record.
- e) Maintains all records of activities
- f) Answers all correspondence
- g) Assumes additional duties as delegated by the president.

4. Treasurer

- a) Receives all dues and other revenue, or delegates collection of funds to an executive board member who then deposits funds in a duly designated bank in a timely manner
- b) Balances checkbook
- c) Prepares a monthly financial statement of incoming and outgoing funds to be distributed to the president, secretary, and Parish office. Additionally, files a copy of these statements for the Treasurer's record.
- d) Makes a copy of monthly balance statement available to membership at general meetings.
- e) Signs checks. In the event that the treasurer and president are unavailable, the Pastor has authority to sign checks.
- f) Turns over all records for yearly audit to the auditor.

- g) Along with president(s), calls and serves on budget meeting.

ARTICLE IV: THE VOTING BOARD MEMBERS

A. Composition of Voting Board:

1. Executive Board – One Vote Per Office
2. Parliamentarian - Vote only when there is a ballot vote
3. Committee Chairs, including, but not limited to:
 - a) Fundraising - including, but not limited to: Coffee and Donuts, 50/50 Raffle, Bingo
 - b) Communications - including, but not limited to: Publicity, Telephone, Newsletter, Web-based communications
 - c) Hospitality
 - d) Membership
 - e) Spirituality
 - f) Programs:
 - i. Daytime
 - ii. Evening
 - g) Special Events – including but not limited to: Christmas Tea, Lenten Breakfast
 - h) Any other chairs appointed at the discretion of the president(s)

B. General Duties of the Voting Board Members

1. Attends scheduled meetings of the board, which are held one week prior to the general meeting
 - a) If unable to attend, must notify the president(s)
 - b) Must submit report, if any, to the president to present
2. All committee chairs are required to submit annual reports regarding events and activities to Incoming Chairs

ARTICLE V: COMMITTEE CHAIRS AND THEIR RESPONSIBILITIES

A. Fundraising Committees

1. Coffee and Donuts

- a) Serves as contact with parish for monthly after-mass donuts
- b) Arranges for the volunteers for the assigned Sunday Mass
- c) Purchases supplies and food items as necessary
- d) Obtains and returns key for early morning arrival to set up parish center
- e) Turns in receipts to president or treasurer from coffee and donuts in timely manner

2. 50/50

- a) Sets up table at general meetings

- b) Sells tickets for 50/50 drawing
- c) Calculates division of funds
- d) Prepares report and gives both report and money to treasurer

3. Bingo

- a) Purchases all necessary supplies and gift cards
- b) Arranges for hospitality
- c) Arranges for callers
- d) Calculates division of funds
- e) Prepares report and gives both report and money to treasurer

B. Communication

1. Publicity

- a) Disseminates necessary information to membership
- b) Submits a meeting notice and event notices for publication in the Sunday bulletin in accordance with parish procedure

2. Telephone - Responsible for relaying necessary messages to members without email access

3. Newsletter

- a) Prepares and publishes a newsletter based on information submitted by committee chairs and approved by the president(s)
- b) Distributes the newsletter to members and the parish pastor via email
- c) Retains extra printed copies for potential new members.

4. Web-Based Communication Distributes information to general membership via the internet

C. Hospitality

- 1. Arranges for members to bring refreshments to the monthly general meetings
- 2. Arrive prior to each general meeting to prepare refreshment set up
- 3. Coordinates cleanup after meetings

D. Membership

1. Membership/Greeters

- a) Collects dues from members
- b) Generates a membership list - Updates list as necessary and provides list to appropriate committees
- c) Provides name tags for all members
- d) Welcomes and introduces guests at each meeting and provides membership information to prospective members

e) Provides member names and phone numbers to telephone subcommittee

2. Directory

- a) Collects information from membership chairwoman
- b) Prepares directory for review and printing
- c) Secures source for printing directory
- d) Distributes directory to all paid members at a general meeting and retains extra copies for future members

3. Sunshine

- a) Sends mass cards to family of deceased members
- b) Sends mass cards to our members' deceased immediate family members
- c) Sends birthday, get well or sympathy cards to members and previous members as appropriate

E. Spirituality

- 1. Opens and closes each board and general meeting with prayer
- 2. Maintains an updated list of prayer circle members
- 3. Notifies circle members of prayer requests

F. Programs

1. Daytime Events

- a) Plans and implements daytime activities including - place, time, cost, and transportation
- b) Presents description of activities at Board Meeting and provides information to publicity chair

2. Evening Events

- a) Prepares and presents program plan of monthly general meetings for board review and approval
- b) Confirms speakers with letter, email, or telephone call
- c) Arranges for gift or stipend for the speaker when appropriate
- d) Sends thank you note to all speakers
- e) Arranges for room setup with parish office two weeks before the meeting
- f) If no publicity chair, handles publicity for all meetings in bulletin and announcements from pulpit if allowed
- g) If a contract is necessary, an executive board member's signature needs to be included on the contract

G. Special Events

- 1. Including, but not limited to: chairs for Christmas Tea and Lenten Breakfast
Function is to plan, promote, and execute annual special events

H. Parliamentarian/Historian

1. Maintains Robert's' Rules of Order and ensures that both the board and general meetings are conducted accordingly
2. Conducts an annual or biannual revision and/or review of the bylaws and standing rules as needed
3. Maintains a photographic record of yearly events
4. The Parliamentarian may designate another member to carry out the duties of the historian with the approval of the president(s)

I. Any Additional Chairs appointed by the president(s)

ARTICLE VI: GENERAL MEETINGS

- A. Meetings will be held the second Monday of the month, September through May unless otherwise noted.
- B. Notice of the Meeting will be published in parish media.

ARTICLE VII: ELECTIONS

- A. Elections of officers will be held annually in April
- B. The nominating committee shall consist of two (2) current board members and two (2) current general members and shall be appointed by the president(s) at the January/February Board Meeting.
- C. Members of the nominating committee shall provide job descriptions to each candidate
- D. The nominating committee shall present a slate of eligible candidates
- E. The president will appoint a nominating committee in January who will announce their selections at the General Meeting in March
- F. Nominations from the floor will be called for at the April General Meeting
- G. If there is only one candidate for each office, by a unanimous vote of the membership present, the election may be made by voice vote
- H. In the event that a nomination is presented from the floor at the general meeting, Roberts' Rules will apply

ARTICLE VIII: RULES AND BYLAWS

- A. Roberts' Rules of Order will govern members
- B. These bylaws will be amended by a two-thirds vote of those present at the regularly scheduled general meeting
- C. A quorum shall consist of a simple majority of those present except as noted in B above.

Adopted: September 1988

Revised: September 1989

Revised: September 2004

Revised: September 2007

Revised: April 2013

Revised: July 2014

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