

BY-LAWS OF THE WOMEN OF ST. JOSEPH

ADOPTED: OCTOBER 21, 2014

I. STANDING RULES

A. MEETINGS:

1. Members shall meet monthly on each third Tuesday of the month at 7:00pm in McLaughlin Hall (formerly known as Parish Center Annex). Additional meetings may be scheduled as needed by the Board of Directors.
2. The building will be unlocked by the President, or board member representative, by 6:30pm.
3. In addition to regular business, each monthly meeting will have a program or activity.
4. Each month, four members will have signed up to make/bring the refreshments for that month's meeting. Refreshment duty includes the following: arriving at 6:30pm, setting up tablecloths on snack tables, preparing coffee, putting out plates, utensils, napkins and snacks. After members have enjoyed the refreshments, those four members on refreshment committee that month will be responsible for putting away all supplies, cleaning tables, sweeping floors and taking trash out to the Parish Center dumpster.

B. BOARD OF DIRECTORS:

The Board of Directors shall be elected in June of each year. The Board shall consist of the President, Vice-President, Secretary, Treasurer, Program Director and Historian and shall serve for one year, from July 1 through June 30.

C. DUES

1. Dues shall be \$12 per year.
2. Seasonal dues shall be \$6.00 per year. Seasonal members are members those attending meetings for six months or less. Any new members joining after December may pay seasonal dues for that member year.
3. Dues shall be collected annually each July, for membership year of July 1 through June 30.
4. Members with financial difficulties are encouraged to speak to a member of the Board.

D. EXPENDITURES

Expenditures over \$50.00 shall be approved by a majority of the general membership present and voting.

E. PERSONAL CONTACT

Personal contact information of all members will be used solely to conduct the business of the Women of St. Joseph, specifically to notify members of parish and group events and to inspire members to fulfill the mission of the Women of St. Joseph.

F. DISTRIBUTION OF FUNDS:

According to Diocesan policy, all money remaining in church accounts as of the end of June each year is taxable. A vote on distribution of fundraising proceeds will be held at a meeting each spring.

G. CHANGES

1. Changes in these By-Laws shall be approved by a majority of the general membership present and voting.
2. Shall a position for an elected or appointed officer become vacant for any reason, such as resignation, etc., the board, by majority vote, will be responsible for appoint a member to fill this vacancy.

II. DUTIES OF THE BOARD OF DIRECTORS:

A. PRESIDENT: THE PRESIDENT SHALL:

1. Conduct the monthly meetings of the Women of St. Joseph.
2. Arrange reservations at McLaughlin Hall (Parish Center Annex) and Parish Center for meetings and for all activities of the Women of St. Joseph.
3. Be in charge of the keys to the McLaughlin Hall Parish Center Annex. She shall also be responsible for the alarm and entry door codes for the Parish Center and for unlocking and locking the facilities used.
4. Arrange for and conduct monthly Board Meetings with the officers.

5. Prepare the Agenda for each monthly meeting of the Women of St. Joseph.

B. VICE-PRESIDENT: THE VICE PRESIDENT SHALL:

1. Conduct the monthly meeting of the Women of St. Joseph in the absence of the President.
2. Attend the monthly Board of Directors Meetings.
3. Arrange to have upcoming meetings and events placed in the pulpit announcements at all masses on the weekend prior to the scheduled meeting or event.
4. Maintain and publish the membership roster. Roster to be e-mailed out to the membership whenever changes are made and printed for members who do not have e-mail.
5. Coordinate a phone chain for all members who do not have e-mail.
6. Maintain a file of all member information sheets.

C. SECRETARY: THE SECRETARY SHALL:

1. Attend the monthly meetings of the Women of St. Joseph.
2. Attend the monthly Board of Directors Meetings.
3. Take and maintain all monthly meeting minutes of the Women of St. Joseph.
4. Maintain the "Sign-In" Roster for the monthly meetings.
5. E-mail the minutes of the monthly meeting to members who have computers, and provide hard copies of the minutes at the monthly meetings for those who do not have computers.
6. Arrange to have notices of upcoming meetings and events placed in the church bulletin within the timeframe dictated by the church office.
7. By due-process, the membership may waive the reading of the minutes at the monthly meetings.

D. TREASURER: THE TREASURER SHALL:

1. Attend all monthly meetings of the Women of St. Joseph.
2. Attend the monthly meetings of the Board of Directors.
3. Collect membership dues and issue membership cards for existing members.
4. Accept member information sheets, dues and issue membership cards to all new members of WOSJ.
5. Give all completed member information sheets to the Vice President.
6. Receive and disburse all monies as she may be directed by the organization.
7. Verify the account balance with the Accountant of St. Joseph Catholic Church.
8. Be responsible for making all necessary payments through the Accountant.

E. PROGRAM DIRECTOR: THE PROGRAM DIRECTOR SHALL:

1. Attend all monthly meetings of the Women of St. Joseph.
2. Attend the monthly meeting of the Board of Directors.
3. Schedule eight (8) programs each year for the monthly meetings of the Women of St. Joseph. These programs are in addition to our regularly scheduled meeting activities including our Business Meeting (August), Preparation for Annual Fundraiser (date TBD), Christmas Party (December) and Tea Party (July).
4. Submit all required information on potential guest speakers to the Parish Secretary, which she/he will submit for approval to the Parish Administrator/Pastor and then for approval by the Chancellor's Office at the Diocese of Venice.
5. Shall be responsible for the planning of outside activities for the Women of St. Joseph, at least one per quarter. Outside activities may include lunches, shopping trips, movie nights, baseball games, etc.
6. Shall be responsible for sending thank you notes to guest speakers.

F. HISTORIAN: THE HISTORIAN SHALL:

1. Attend all monthly meetings of the Women of St. Joseph.
2. Attend the monthly meetings of the Board of Directors.
3. Be responsible for taking photographs of all meetings, outings and activities of the Women of St. Joseph and recording the same in the Women of St. Joseph's album/scrapbook.

4. Be responsible, as directed, for maintaining and updating of the Women of St. Joseph's display boards for the Ministry Fair.
5. Be responsible for posting photographs from meetings, outings and activities on the Women of St. Joseph Facebook page.

III. APPOINTED POSITIONS & VOLUNTEER OPPORTUNITIES

1. Sunshine Chairperson shall:
 - a. Attend all monthly meetings of the Women of St. Joseph.
 - b. Send Birthday Cards to members each month.
 - c. Send Get Well, Sympathy Cards, Thinking of You Cards, etc. as requested by the Board and Membership.
 - d. Submit receipts for reimbursement for stamps and cards to the Treasurer.
2. Birthday & Welcome Chairperson shall:
 - a. Attend all monthly meetings of the Women of St. Joseph.
 - b. Keep a calendar of all member Birthdays
 - c. Announce member Birthdays at each monthly meeting
 - d. Welcome all guests & new members
3. Fundraising Committee shall:
 - a. Be formed whenever a fundraising event has been planned
 - b. Select a chairperson (and sub-committee chair people, if applicable) who will be responsible for organizing meetings of the committee and reporting back to the membership on committee updates and plans.
 - c. Plan and execute fundraising events and present all membership with their volunteer opportunities and direction on how to participate/execute their responsibilities.
4. Annual Mass & Luncheon Committee shall:
 - a. be formed each year with the purpose of organizing the group luncheon to follow our WOSJ annual mass to be held each spring. Date to be booked by WOSJ President or Board representative.
 - b. Select a chairperson who will be responsible for organizing meetings of the committee and reporting back to the membership on committee updates and plans.
 - c. Be responsible to visiting local restaurants, country clubs, etc. to get quotes for three all-inclusive meals from a minimum of three venues.
 - d. Present venue and menu choices to be voted upon by the membership.
 - e. Ensure all details are in place prior to the luncheon such as contract being signed by board president (if applicable), sign-up and payments for members to attend and request for a payment check through treasurer prior to the luncheon.
5. Annual Retreat Committee shall:
 - a. Be formed each year with the purpose of organizing the annual WOSJ retreat which will be open to members and all women of the parish.
 - b. Select a chairperson who will be responsible for organizing meetings of the committee and reporting back to the membership on committee updates and plans.
 - c. Research potential speakers and present this information to the membership. Potential speakers need to be approved by the Chancellor's Office in the Diocese of Venice. Speaker details must be given to WOSJ President at least three months prior to the planned retreat so that she can submit to Parish Secretary.
 - d. Be responsible for submitting bulletin announcements, accepting registrations and payments to be submitted to Treasurer.
 - e. Be responsible for putting together a budget for approval at least two months prior to the retreat. Budget shall include anticipated income from attendance fee, cost for guest speaker(s) and food & beverage costs.

6. Other Committees

- a. May be formed at any time based upon the need of the group.
- b. All members are encouraged to participate on committees.
- c. Committee members shall select a chairperson who will be responsible for organizing meetings of the committee and reporting back to the membership on committee updates and plans.

IV. DUTIES OF THE MEMBERSHIP:

1. Attend monthly meetings.
2. Be willing to serve on committees and volunteer/participate in Women of St. Joseph organized activities.
3. Be willing to volunteer for elected or appointed positions.
4. Be an advocate for the Women of St. Joseph encouraging other women in the Parish to come to our meetings and consider joining our ministry.