



*Bylaws of
St. Elizabeth Ann Seton
Women's Club*

BYLAWS OF ST. ELIZABETH ANN SETON WOMEN'S CLUB

Article I. NAME

The name of this organization shall be St. Elizabeth Ann Seton Women's Club (also known as Seton Women's Club). This organization is affiliated with the National Council of Catholic Women.

Article II. MISSION STATEMENT

The mission of this organization shall be to provide fellowship and spiritual growth for the women of our parish, as well as opportunities to serve the parish and community.

Article III. MEMBERSHIP

Section 1. Membership is open to all women of the parish age eighteen and older.

Section 2. Annual dues are payable in September for fiscal and membership year September through August. Paid members are eligible to vote.

Article IV. OFFICERS

Section 1. The elected officers of this organization shall be a **President**, a **Vice-President** or **Co- Vice Presidents**, a **Recording Secretary**, a **Membership Secretary** and a **Treasurer**.

Section 2. Duties of Officers:

- A. The **President** shall preside at all monthly meetings and call Executive Committee meetings as necessary, acting as Chairperson of the Executive Committee. She shall be responsible for the general direction of the organization and shall represent the organization at all times. She shall work with the Staff Liaison for the Commission of Community Life. She shall appoint committees as designated in the Bylaws. She shall represent the organization or appoint a representative to attend the North Texas Deanery Council of Catholic Women meetings and the Diocesan Annual Assembly. She shall serve on parish committees as needed.
- B. A **Vice-President** shall assume the duties of the President in her absence. She shall submit bulletin announcements and organize programs for monthly meetings. She shall facilitate the Women of the Year Nominating Committee and Service Committee as well as Adopted Families at Thanksgiving, Christmas and Easter. VP attends meetings in place of the President, when the president is unavailable, including North Texas, Dallas and/or NCCW meetings.
- C. The **Recording Secretary** shall keep an accurate record of business transacted at monthly and Executive Committee meetings in the form of meeting minutes. She shall provide a sign-in sheet at the monthly meetings and shall be responsible for organization correspondence. She shall be responsible for all social correspondence to members including, but not limited to, sympathy, sunshine and Mass Cards of remembrance.
- D. The **Membership Secretary** shall be responsible for collecting membership applications and associated dues. She shall maintain an accurate membership listing and name tags for the organization. She shall support other officers and chairpersons for recruiting volunteers from the membership for organization events including, but not limited to Holiday Bazaar, Holiday Adopted Families and Mardi Gras.
- E. The **Treasurer** shall be responsible for the following:
 - Receive all monies paid to the organization.
 - Report all monies received to parish office on required deposit report.
 - Request all bills to be paid through the parish office with required form according to guidelines provided by parish office.
 - Present a monthly Treasurer's report and an annual financial report to the organization.
 - Maintain financial records in order to present these reports.
 - Develop the proposed budget with the executive Board members' assistance during January through March.
 - Send the proposed budget electronically to the President in March to be shared with general membership prior to membership vote.
 - Present the budget in April for a membership vote.

Section 3. Nominating Committee for the Board:

- A. The Vice President shall appoint a nominating committee of three or five members in good standing in February. Nominating committee members are not eligible as potential nominees.
- B. No current Executive Board members shall serve on the committee. A past President shall serve as the committee chairperson.
- C. A slate of nominees with at least one name per office position will be presented in March.
- D. After the slate has been announced, nominations may be accepted from the floor of attending members.

Section 4. Election and Term:

- A. Election shall be by ballot if there is more than one nominee for any office.
- B. Nominees shall be elected to office by a plurality vote of members present in April.
- C. Installation of new officers shall be at the May meeting or first subsequent meeting.
- D. The term of elected officers shall be for one year. Elected officers may not serve more than two consecutive terms on the same officer position. The exception to this will be the office of Treasurer which may serve for three years.

Section 5. Vacancies:

Vacancies occurring during any fiscal term shall be filled by the action of the President with the approval of the Board. If the President resigns, the Board will appoint one of the Vice Presidents as President. Should *both* VPs decline [to fill in as President], notice to the membership is sent and a new President is *appointed by the board*. Should any other officer resign, the President will request, from the previous Nominating Committee of the Board, names of interested individuals and the President will contact each to appoint a new officer to replace the resigning officer.

Article VI. EXECUTIVE COMMITTEE

Section 1. Composition:

The Executive Committee shall consist of the elected officers and the chairperson of the bazaar committee. The Executive Committee may invite others who have specific knowledge of the particular business to be discussed.

Section 2. Meetings:

The Executive Committee shall meet monthly and as necessary.

Section 3.

A **quorum** consists of four people with a minimum of four officers.

Article VII. COMMITTEES

Section 1. Standing Committee

- A. Holiday Bazaar Committee shall consist of the General Chairperson, the Kitchen Chairperson, the Christmas Tree Chairperson and the Advertising Chairperson.
- B. Hospitality Committee shall consist of chairperson(s) and volunteers, and shall be responsible for the setup, decorations, refreshments and cleanup after the meetings.
- C. Woman of the Year Nominating committee shall be facilitated by a Vice President and consist of 3 or 5 former Women of the year honorees from the organization. The Committee will be held accountable to follow the selection criteria. The Committee will be responsible for the selection of the Seton Woman of the Year, which will be announced to the membership during the October meeting and as the candidate to represent the organization at the Diocesan Annual Assembly.

Section 2. Special Committees:

A. Budget Review Committee

Every year the President shall appoint, at the May meeting, a Budget Review Committee consisting of the current Treasurer, the newly elected Treasurer, past Treasurers and/or a member in good standing. The budget review shall occur in June.

B. Ad Hoc Committees

Ad Hoc Committees may be appointed as needed by the President with the approval of the Board.

Article VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised Edition shall govern the organization in all cases where they are applicable and in which they are not inconsistent with the Bylaws.

Article IX. AMENDMENTS

These Bylaws may be amended at any monthly meeting by a two-thirds vote provided the proposed amendment has been presented for approval prior to any monthly meeting. The bylaws shall be reviewed at least every five years.

Adopted: 1996-1997
Amended: October, 2005
Amended: March, 2011
Amended: August, 2015
Amended: November, 2018
Amended: December, 2021