

By-Laws of St. Coleman Women's Council

Pompano Beach , Florida

January 14, 2009

Article I- Name

The name of this organization shall be St. Coleman Women's Council of Pompano Beach, Florida, and its principle place of business shall be at 2250 S.E. 12th Street, Pompano Beach, Florida 33062.

Article II-Objectives

SECTION ONE: To unite the women of St. Coleman parish through the pursuit of spiritual growth, service to others and social enrichment.

Article III-Moderator

The moderator shall be the Pastor or someone appointed by the Pastor. The moderator shall act as spiritual advisor to the Council and serve on the Executive Board.

Article IV-Membership and Dues

SECTION ONE: Membership is open to any woman interested in supporting the objectives of this organization. Only a woman who is a registered St. Coleman Church parishioner is eligible to hold an elected office.

SECTION TWO: The dues shall be determined by the Executive Board.

SECTION THREE: The fiscal year shall begin June 1st and end May 31st of each year.

SECTION FOUR: Dues are payable in September and must be paid by January 1 in order to retain voting rights and membership in good standing.

SECTION FIVE: Only paid members in good standing shall be eligible to vote in an election or run for office.

Article V-Officers and Their Elections

SECTION ONE: Officers of the Council shall consist of a President, Vice President, Financial Officer, Recording Secretary, Corresponding Secretary and a maximum of six (6) Directors appointed by the President. These Officers and Directors shall

constitute the Executive Board. The President should also appoint a Parliamentarian.

SECTION TWO: In case of a vacancy during the Council's current term of office, the Executive Board shall appoint a member(s) to fill the post(s), except the presidency, in which case the Vice President shall automatically become President.

In the absence, disability, or death of the President, her duties shall fall on the Vice President. In the event the Vice President is unable to serve in this capacity, the board of Directors shall elect, by a majority vote of those present, one of its members to fill the vacancy subject to the approval of the Moderator.

Article VI-Nominations & Elections

SECTION ONE: A nominating committee consisting of three (3) active members shall be appointed by the Executive Board and announced by the President at the February meeting. The Pastor is ex-officio member of this committee. The committee shall prepare a slate of candidates for all offices. Any member in good standing and nominated shall be on the ballot.

SECTION TWO: The report of the Nominating Committee shall be given at the regular meeting in April.

SECTION THREE: If more than one (1) candidate is nominated for a particular office, the vote shall be by secret ballot, and the President shall appoint a judge (Parliamentarian if there is one) and two (2) tellers. The term of all offices shall be one (1) year. No officer shall hold the same office for more than two (2) consecutive term. President -Elect must have served on Executive Board prior to being elected President

SECTION FOUR: Officers shall be elected at the April meeting each year and installed in May of the same year.

Article VII-Duties of Officers

SECTION ONE: PRESIDENT-She shall preside at all meetings; shall exercise general supervision over all affairs and activities of the Council; and shall serve as a member ex-officio of all standing committees. She shall appoint the Chairwoman of the Commissions, Committees and Services, consulting with the Executive Board when necessary. She shall receive all Council funds and pay all bills due and owing. A checking account shall be kept in the name of the St. Coleman Women's Council. She shall regularly report to the Financial Officer.

SECTION TWO: VICE PRESIDENT- She shall assume all duties of the President in the latter's absence and assist the President. She shall also coordinate and report on Commission activity.

SECTION THREE: RECORDING SECRETARY- She shall keep the minutes of each meeting; shall keep the monthly attendance record of the Council; and discharge such duties as are incumbent upon this office.

SECTION FOUR: CORRESPONDING SECRETARY- She shall handle all correspondence for the Council, under the President's direction.

SECTION FIVE: FINANCIAL OFFICER- She shall track and report on revenues and expenditures monthly to the Executive Board.

Article VIII-Meetings

SECTION ONE: St. Coleman Women's Council shall meet regularly on the fourth Monday of the month, at a designated time and place.

SECTION TWO: The regular meeting in May shall be the final meeting for hearing the annual reports from Officers and Standing Committees. All books and records shall be brought current and certified to be correct and these, with a current balance shall be turned over to the newly elected President of the Council at the May meeting.

Article IX- Quorums

SECTION ONE: A quorum for the Executive Board shall consist of four (4) Board Members.

SECTION TWO: Two-thirds membership attendance shall constitute a quorum at all regular meetings - with at least four (4) Officers.

Article X-Standing Commissions-

Committees, Special Committees & Directors

SECTION ONE: The President, with approval of the Pastor when necessary, shall appoint the following Standing Committees:

1. Church
2. Family Concerns
3. Community Concerns
4. International Concerns
5. Organization
6. Legislation

SECTION TWO: The duties of the Commission Chairwoman and those serving under them shall be assigned by the Vice President in consultation with the President whenever necessary. Commissioners may also be Directors.

SECTION THREE: A Special Committee shall be created In the event that the funds in the Council's treasury exceed \$2,000 as of March 31st. The President shall appoint a committee of three (3) to research and report on options for the use of such funds. The

options shall be submitted to a vote by the general membership and shall be distributed accordingly.

Article XI-Amendments

These By Laws may be amended at any regular meeting by a two-thirds (2/3) vote of those present and eligible to vote, provided copies of the proposed amendment(s) have been read and distributed at the previous meeting.

Article XII-Voting

SECTION ONE: For a member to be eligible to vote dues must be paid. If a member has a payment plan, they must have attended the last meeting

SECTION TWO: If an issue is to pass there must be Quorum and two-thirds (2/3) majority.

Article XIII- Parliamentary Procedure

The rules contained in Robert's Rules of Order (Rev.) shall govern the Council in all cases in which such rules are applicable and not inconsistent with these By Laws.

SCWC Elected Officers

Job Description Summary

PRESIDENT

- Attend monthly meetings of Executive Board
- Attend monthly meetings of General Membership
- Attend annual leadership retreat(s)
- Prepare written agendas for all meetings
- Maintain SCWC e-mail account - send and respond to e-mail
- Maintain phone correspondence - name and phone published in weekly church bulletin
- Maintain bank account - receive and review monthly statements
- Maintain SCWC mail - pick up from church office and direct as appropriate
- Strategize and plan for future activities of the SCWC on an ongoing basis - in concert with Vice President - bring in support teams as appropriate

VICE PRESIDENT

- Attend monthly meetings of Executive Board
- Attend monthly meetings of General Membership
- Attend annual leadership retreat(s)
- Maintain status reporting on all activity within the Commissions on a weekly/monthly basis as appropriate depending upon activity level - correspond with Commissioners - update President at least weekly via e-mail
- Maintain written operating report on a monthly basis for all money-generating activities such as: Parish Breakfast, Book Sales, Retreats, Spring Dance, Membership, etc. Submit data to Financial Officer
- Report on Commission activity at Board/General meetings as requested by the President
- Strategize and plan for future activities of the SCWC on an ongoing basis - in concert with Vice President - bring in support teams as appropriate

RECORDING SECRETARY

- Attend monthly meetings of Executive Board
- Attend monthly meetings of General Membership
- Attend annual leadership retreat(s)
- Type notes in Microsoft Word for e-mail distribution within 1 week of meeting
- Maintain archive (digital and hard copy) of meeting notes

CORRESPONDING SECRETARY

- Attend monthly meetings of Executive Board
- Attend monthly meetings of General Membership
- Attend annual leadership retreat(s)
- Write thank-you notes as requested by the President
- Publish the monthly SCWC newsletter - "SCWC Happenings" - for distribution at monthly general meetings and via e-mail on the day following the meeting
- Maintain Member Correspondence as directed by the President - sympathy cards, annual welcome letter, etc.

FINANCIAL OFFICER

- Attend monthly meetings of Executive Board
- Attend monthly meetings of General Membership
- Attend annual leadership retreat(s)
- Maintain in spreadsheet format all financial data provided by President (from monthly bank statements and monthly operating reports prepared by Vice President on all money-generating activities)
- Prepare monthly operating statements (in standard format) by activity and in summary for distribution at Executive Board Meetings
- Maintain archive (digital and hard copy) of all financial reporting
- Prepare year-end financial summary (in standard format) for publication in year-end Newsletter

ACQUISITIONS OFFICER

- Attend monthly meetings of Executive Board
- Attend monthly meetings of General Membership
- Attend annual leadership retreat(s)Purchase books, supplies and other materials necessary to support monthly meetings
- Secure items for periodic raffles or charitable donations
- Track and report on in-kind donations made by the Council to charitable causes
- Report expenditures to the Vice President for monthly operating report