

*Greenwood Catholic Women's Club*  
Our Lady of Lourdes Catholic Church  
915 Mathis Road  
Greenwood, South Carolina 29649-1634

## CONSTITUTION

### ARTICLE I - Name

This organization shall be known as the "Greenwood Catholic Women's Club" of Our Lady of Lourdes Catholic Church in Greenwood, South Carolina.

### ARTICLE II - Vision, Mission, and Values

SECTION 1 - Vision: To practice truly Catholic values through service to the Our Lady of Lourdes and Greenwood communities

SECTION 2 - Mission: To strengthen the faith and fellowship of Club members while raising funds for continued growth of the Our Lady of Lourdes parish

SECTION 3 - Values:

(i) Alleviating poverty, hunger, and loneliness

(ii) Enhancing educational opportunities for the most vulnerable populations in the parish and community

### ARTICLE III - Membership

Membership shall be open to all women of Our Lady of Lourdes parish.

### ARTICLE IV - Officers and their Election

SECTION 1 - The membership shall elect its officers: President, Vice-President, Secretary, and Treasurer.

SECTION 2 - The election of officers shall take place during the April meeting.

SECTION 3 - The installation of officers shall take place during the May meeting.

SECTION 4 - The term of office for all officers shall be one year, June 1 through May 31

SECTION 5 - Should an officer resign or move out of the parish, the president shall designate a replacement to complete her the term.

### ARTICLE V - Amendments

The Constitution and By-Laws may be amended by vote of the membership, after submission of suggested changes in writing and a one-month waiting period. A quorum of 60% shall be required for a valid vote. More than 50% of the votes by members present must be in favor of the proposed changes for it to pass into use.

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BY-LAWS

ARTICLE I - Meetings

The Greenwood Catholic Women's Club shall meet the second Wednesday of each month September through May. If a regular meeting conflicts with holy day masses or other church business, President may reschedule the meeting to the third Wednesday after consultation with Pastor and Executive Board.

ARTICLE II - Dues

- Shall be fifteen dollars (\$15.00) per year
- Hardship cases may be addressed individually by the President

ARTICLE III - Officer Nominations

SECTION 1 - Nominating Committee

- Shall be appointed by the President during the February meeting
- Regular meeting attendees
- Members in good standing
- Shall consist of
  - Chairwoman
  - Vice-President/President-Elect
  - Three other members

SECTION 2 - Slate of Officers

- Shall be proposed by the Nominating Committee
- Shall be published in the Church Bulletin at least two consecutive Sundays before the April meeting when the election shall be held

SECTION 3 - Nomination consent / approval

- Shall be given for her own nomination by all officer candidates whether presented by nominating committee or nominated from the floor by membership
- Shall be given for the slate by the Pastor

ARTICLE IV - Officers' Duties

SECTION 1 - The President

- Shall preside at all scheduled meetings
- Shall be responsible for
  - All activities related to the Club
  - Publication of the Annual Directory and making it available to all dues-paying members at the October meeting
  - Preparing a President's Book for the incoming President
- Shall work with Church staff to maintain the Club page on the OLoL website

SECTION 2 - The Vice-President/President-Elect

- Shall plan the Programs for each meeting
- Shall assume the President's duties when she is absent
- Shall serve as advisor and representative of the executive board on each fundraising committee
- Shall serve on the Nominating Committee
- Beginning June 1, 2016, the office will be renamed President-Elect and she Shall serve a term as President when her President-Elect term expires
- Shall prepare budget with Treasurer

SECTION 3 - The Secretary

- Shall keep the minutes of all regular member meetings and submit them to the membership for approval. Once approved, these minutes shall be entered in a permanent Book of Records, which shall be passed to the succeeding Secretary
- Shall take charge of Club correspondence and keep all papers pertaining to her office in proper order
- Shall advise the Treasurer, if she is absent, of any monetary decision made in a meeting, no later than one week after the meeting

SECTION 4 - The Treasurer

- Shall receive all dues and other funds coming into the Club and deposit them in the Club's bank account
- Shall pay all approved bills for budgeted items. Other (non-budgeted) expenses shall be paid only with the approval of the Executive Board
- Shall maintain the balance of the checkbook and ensure that minimum balances in each bank account are maintained at all times
- Shall report monthly on the financial status of the Club to the membership
- Shall file quarterly diocesan reports
- Shall prepare budget with Vice-President/President-Elect

SECTION 5 - The Immediate Past President

- Shall serve as a member of the Executive Board
- Shall serve in an advisory capacity to the current President

ARTICLE V - Membership Relations and Activities

SECTION 1 - Hospitality Representative (Hostess Chairwoman)

- Shall be in charge of recruiting hostesses to provide refreshments for the monthly meetings
- Shall make reminder calls to hostesses each month

SECTION 2 - Membership Representative

- Shall welcome all members, guests, and prospective members as they arrive at the meetings
- Shall collect dues, keep record of attendance, and sell Sunshine raffle tickets
- Shall keep monies for dues, Sunshine raffle, and any other revenues separated and give all money to the Treasurer at the end of the meeting

*SECTION 2 - Membership Representative (continued)*

- Shall alert the President, or her designee, to new members or visitors at the meetings
- Shall keep a Membership Roster
- Shall keep a Record of Volunteer Hours for both church-related activities and events as well as community activities and events (Members are encouraged and expected to log their own hours.)

*SECTION 3 - Sunshine Representative*

- Shall send birthday, get well, and sympathy cards
- Shall send Easter and Christmas cards to Honorary Members and shut-ins
- Shall send plants for shut-ins and hospitalized members (not to exceed the budgeted amount per item for that year)
- Shall arrange for repose-of-the-soul masses upon death of members

*SECTION 4 - Telephone Chain/Bereavement Call Representative*

- Shall activate phone chain in case of emergency:
  - Meeting cancellation
  - Unexpected member funeral
  - Request by the President

*SECTION 5 - Spirituality/Monthly Devotional Leader*

- Shall provide a devotion and/or reading at each meeting to enhance the members' spirituality
- Shall provide advance copy to President for inclusion on Agenda and Secretary for inclusion in Minutes

*SECTION 6 - Photographer - Shall take pictures at meetings and other functions for use in annual scrapbook and online/social media*

*SECTION 7 - Historian (Scrapbooker) - Shall assemble photos, news clippings, and other materials to make a scrapbook each year a record of Club activities*

*SECTION 8 - Facebook Representative - Shall maintain the GCWC Facebook page*

*SECTION 9 - Special Activities*

- Shall organize Christmas Celebration - December
- Shall organize Annual Banquet - May

*SECTION 10 - Church Activities*

- Lenten Pilgrimage lunch
- Lenten soup & sandwich dinner after Taizé and Stations of the Cross
- Other projects for which the Pastor asks the Club's participation

ARTICLE VI - Administration and The Executive Board

SECTION 1 - Meetings

- Elected officers shall meet at the President's direction
- Committee chairwomen and/or Member Relations Representatives will attend the Executive Board meeting when invited by the President

SECTION 2 - Emergency Spending

Without membership approval, the Executive Board may not spend more than three hundred dollars (\$300) per year for any emergency.

SECTION 3 - Budget

- Shall be prepared annually by the Vice-President/President-Elect and Treasurer
- Shall be submitted to the Executive Board for approval at the April Joint Board meeting
- Shall be presented to the membership at the April meeting and discussed
- Shall require approval by a majority of the quorum at May meeting

SECTION 4 - Treasury Balance

- Shall contain base amounts at the end of each presidential term (May 31) that will provide sufficient funds for the following year to ensure the continued success of the GCWC
- Shall show operating account balances equal to \$1,000 or the budget for general expenditures in the following year, whichever is greater
- Shall have a fundraising account balance equal to \$1,000 or budgeted fundraising expenses, whichever is greater

SECTION 5 - Donation Requests (when not included in annual budget)

- Should be anticipated and included in annual budget
- If not included in the annual budget, will be considered only if
  - Presented (requested) by a member of our Club
  - Presenter requesting funds is a member of the soliciting organization
  - Or the donation is to benefit a worthy association of Our Lady of Lourdes Catholic Church (such as Knights of Columbus)
  - Cause is consistent with Club Values stipulated in Constitution Article II
- Unbudgeted requests must be submitted in writing at least 45 days in advance of the date needed and with sufficient notice to allow for
  - Minimum one week prior to the Executive Board meeting at which the request will be considered
  - Voting at the monthly Club meeting at which the request would be considered if qualified by the Executive Board
  - Pickup at the Club meeting one month after approval by membership (Example: funds needed on or after the second Wednesday in February should be requested by the last Wednesday in December)
- If funds are unavailable in the budget for donation to a cause that meets these criteria, the Executive Board may choose to poll the membership. If a quorum of the membership favors supporting the organization and its stated purpose, the Executive Board may pass a basket for voluntary individual contributions. If monies collected are in excess of the requested amount, any overage will remain in the Club General Account.

ARTICLE VII - Categories of Membership

SECTION 1 - Regular Member (eligibility and requirements)

- Member of Our Lady of Lourdes parish
- Attend meetings regularly
- Active in Club activities
- Current with dues

SECTION 2 - Honorary Member

- Eligibility requirements
  - Current member in good standing
  - Regular (active, dues-paying) member for at least ten years
  - No longer able to attend meetings due to health or similar issue for two years immediately prior to election to Honorary status
  - Residing in Greenwood or surrounding area
- Election Process
  - Nomination by two Regular Members
  - Approval by Executive Board
  - Approval by Membership
- Additional privileges - Special remembrance at Christmas and Easter

ARTICLE VIII - Fundraisers

- Fundraisers shall be held every year.
- Standing fundraiser - Bake Sale(s)
- Ad hoc fundraiser events - will be suggested by the Executive Board then presented to and voted on by the membership at the September meeting
- Vice-President/President-Elect
  - shall provide overall oversight and leadership
  - shall co-chair all fundraising committees
- Uses for funds raised
  - As provided in Article VI Section 4 and Article VI Section 4, stipulated amounts will be reserved for minimum balances at the start of (June 1) and throughout each Club year
  - A meaningful portion shall be designated for 501(c) 3 not-for-profit community programs that are consistent with the GCWC mission and values as expressed in Constitution Article II
  - A meaningful portion shall be put toward OLoL Church development projects as decided by majority vote of a quorum of the membership as defined under Article V of the Constitution