

GOOD SHEPHERD WOMMEN'S GROUP BYLAWS

GOOD SHEPHERD CATHOLIC COMMUNITY

MISSION STATEMENT

The mission of the Good Shepherd Women's Group is to develop and maintain an active ministry, where ALL women:

- Feel comfortable coming to the Parish for support and fellowship;
- Will find a place to share their many gifts and talents, and;
- Will find a spirit of charity and outreach while supporting each other and strengthening our families and our Catholic faith

PARISH VISION STATEMENT

A faith-filled, Catholic community, inspired by the Holy Spirit, serving God's people and leading others to Christ.

PARISH MISSION STATEMENT

Nourished at the table of the Lord, we welcome all to become disciples who know, love, and serve God and neighbor. (Revised 2021)

HISTORY

During the summer of 2008, the creation of a Women's Group began with the discussion between Mary Kafer, Marlene Sack, and Barbara Maxwell. A decision was made to try Bunco during that summer to meet once a month on the third Thursday. With much participation and excitement, Bunco continued throughout the year. Each month, 30 – 50 ladies gathered for fun and fellowship. On the third Thursday in September, approximately 50 women gathered together; drew up and adopted bylaws; and voted for officers and committee chairs. The First Full Board is listed below:

Officers:

President	Barbara Maxwell
First Vice President	Marlene Sack
Second Vice President	Linda Steel
Secretary	Cathy Kramer
Treasurer	Angie Granados,
Prayer Leader	Cathy Neece
Parliamentarian	Eydie Randolph
Hospitality	Ronda Feeney

Committees:

Membership	Jennifer Stewart, Marie Mills
Bunco	Dolores Campbell
Programs	Kathy Balser, Frankie Bercher
Parish Life	Mona Kramer
Outreach	Mary Ann Wilder, Marie Mills, Pattie Zauber
Archangel Moms	Kim Cooper
Mother's Mana	Pamela Nimrick
Retreat	Marlene Sack

ARTICLE I

NAME

The ministry shall be known as Good Shepherd Women's Group.

ARTICLE II **MEMBERSHIP**

Section 1 – Fiscal Year

- The fiscal year shall be from July 1 to June 30 of the following calendar year.

Section 2 – Eligibility / Active Membership

- Membership is open to all women of the Parish age 21 and over.
- All applications for membership shall be made in writing on a form provided by the Women's Group or electronically via the Good Shepherd Catholic Community website Women's Group link.
- Active membership in the Women's Group is defined as a member whose application has been received by membership.

ARTICLE III **MEMBER MEETINGS AND QUORUM**

Section 1 – Meetings

- Regular general meetings of the Women's Group shall be held as planned by the Executive Board and according to church availability each month, from September 1 to June 30, on Good Shepherd property, unless otherwise designated by the Executive Board.
- The Executive Board may call a special meeting with no less than seven (7) days written notice to the membership.
- All meetings of this organization shall be governed by the accepted rules of parliamentary order in keeping with the spirit of Christian love and fellowship. All questions of order, not provided for in these bylaws, shall be decided by Robert's Rules of Order, latest revised edition available.
- Executive Board meetings will be held prior to each regular general meeting. Additional meetings shall be determined by the Executive Board, President, or Good Shepherd staff contact as deemed necessary.
- In the event that an Executive Board officer or Committee Chair is unable to attend a meeting, she shall notify the president of such absence.

- The Executive Board shall prepare an agenda for each regular general meeting, which shall be available at the beginning of such meeting. New items may be added to the agenda at the request of any active member present at the regular general meeting. The President shall prepare an agenda for each Executive Board meeting.
- An election meeting shall be held annually for the purpose of electing Executive Board officers for the on-coming year. This annual general meeting for election of Executive Board officers will be at the June regular general meeting.
- At the annual general meeting, the members shall elect Executive Board officers for the expiring terms.
- Not less than twenty (20) days prior to the annual general meeting, the Communications Secretary of the Women’s Group shall give each active member written or electronic notice of the time, date, and place of the meeting. The notice shall be posted in the church bulletin and e-mailed to the active members.
- The election of Executive Board officers to fill any of the positions on the Executive Board shall be by the vote of the active members present in person, or represented by proxy, or by electronic early ballot submission. Each active member of the Women’s Group shall be entitled to cast one (1) vote. Proxies shall be permitted to be held only by an authorized representative of an active member of the Women’s Group; otherwise, the holder of a proxy will not be recognized or entitled to vote such proxy. Proxies shall be in writing and signed by the active member. All proxies shall be filed with the Communications Secretary of the Women’s Group.
- Non-active women are welcomed to attend and participate in all regular general meetings of the Women’s Group, but cannot vote in the June annual meeting election for Executive Board officers.

Section 2 – Quorum

- At all meetings of the Women’s Group, if fifty percent (50%) + one (1) of active members are present this shall constitute a quorum, and the affirmative vote of a majority, of the total number of active members present, shall govern. In the event of a failure of a quorum, no business shall be conducted other than the rescheduling of the meeting within a period of thirty (30) days, at which meeting the active members who are attending said meeting shall constitute the requisite quorum.
- Special meetings of the active members may be called by the President on her own initiative. The Communications Secretary shall call a special meeting upon written request of a majority of the Executive Board, or pursuant to a written petition of fifty percent (50%) plus one (1) of the active members. Written / Electronic notice of such meeting shall be given by the Communications Secretary at least twenty (20), but not more than fifty (50) days prior thereto. The meeting shall be restricted to the purpose(s) stated in the notice.

ARTICLE IV

FINANCIAL

Section 1 – Funding

- The Women’s Group shall be financed through fundraising activities and freewill offerings to support deemed outreach initiatives. Funds not allocated for outreach initiatives shall be subject to a diocesan tax for its support. The taxing percentage is determined by the local Diocese.

Section 2 – Money Management / Reporting

- The Treasurer may be required to be bonded in accordance with Canon Law and be willing to submit to a background check – if required by the Executive Board in the sum and with one (1) or more sureties satisfactory to the Executive Board for the faithful performance of her office, and for the restoration to the Women’s Group in the case of her death, resignation, retirement or removal from office of all books, papers, vouchers, monies, and other property of whatever kind and character in her possession or under her control, belonging to the Women’s Group.
- Good Shepherd shall have custody of the Women’s Group’s funds. The Treasurer shall keep full and accurate accounts of receipts and disbursements in books belonging to the Women’s Group in compliance with current accounting standards.
- The Treasurer shall deliver all collected funds to the Parish’s bookkeeper or place in the Parish’s safe. She shall disburse the funds of the Women’s Group as may be ordered by the Executive Board, taking proper vouchers for such disbursements, and shall render to the President and the Executive Board officers at the monthly meetings of the Executive Board or whenever they may require it, an account of all these transactions, as Treasurer, and of the financial condition of the Women’s Group.
- The Treasurer shall render monthly a regular, written accounting of all the income receipts and disbursements at each Executive Board meeting and at each general meeting.
- All disbursements must be pre-approved by a quorum of Executive Board officers. A quorum of the transaction of business shall be defined as a majority of the Executive Board officers. A dated receipt and purchase documentation must be provided to the treasurer within two (2) weeks of transaction to be reimbursed.

Section 3 – Outreach Initiatives

- The Women’s Group shall provide to the Good Shepherd Holy Trinity Tuition Assistance Fund the greater of 10% of its total income receipts OR an amount equal to the largest outreach disbursement from the Women’s Group.
- Prior to the first regular general meeting in September, the Executive Board shall establish its specific outreach initiatives for the upcoming year. The determined outreach initiatives will be announced to the Women’s Group at the September meeting.
- The Women’s Group shall communicate its determined outreach initiatives identified by the Executive Board, and its distribution of funds to the Good Shepherd’s Coordinator of Outreach.

ARTICLE V
EXECUTIVE BOARD AND ELECTION

Section 1 – Management

- The Executive Board shall have the authority to transact the affairs of this organization.

- All corporate powers shall be vested in, and the business and affairs of the Women’s Group shall be managed by an Executive Board. The Executive Board officers shall be elected, or selected, as set forth in these bylaws.

- The Executive Board is considered the planning and development arm of the Women’s Group. As such, the members of the Executive Board shall provide recommendations for policy, rules and regulations, and creation or elimination of Committee Chair positions, for presentation to the membership for formal approval.

- The officers of the Women’s Group shall be President, Vice President Fundraising Initiatives, Social Programs & Hospitality Chair, Outreach Chair, Recording Secretary, Communications Secretary, Treasurer, and Membership / Welcome Chair and these shall be members of the Executive Board.

- All executive Board officers must be registered members of the Parish. Her term of office shall be for a one (1) year period and commences June 1, unless unforeseen circumstances occur. Elections for each of the Executive Board positions shall be held annually.

- All officers shall be elected annually by the Women’s Group active members at the June regular general meeting. Officers shall begin their term once they are installed at the June meeting.

- An officer may be elected for successive terms.

- All Executive Board officers shall continue to serve until their successors are elected and qualified.

- A quorum for the transaction of business shall be defined as a majority of the Executive Board officers. A vote of at least a majority of the members of the Executive Board present at a meeting shall be required to determine the action of the Executive Board at any meeting at which the requisite quorum is present.

- All records pertaining to the group including financial, communication and records of meetings shall be the responsibility of the Executive Board.

- The Executive Board shall meet monthly, prior to each regular general meeting at a time, place, and date, as selected by the Executive Board.
- Special meetings of the Executive Board may be called by the President of the Women’s Group upon her own initiative, or by the Communications Secretary of the Women’s Group upon receipt of the written or electronic request of a majority of the Executive Board officers.
- The President shall issue a notice and agenda for all meetings (regular and special) to each Executive Board officer not less than seven (7) nor more than fourteen (14) days prior to the scheduled meeting. This notice may be by letter, telephone, e-mail, or by direct oral communication. The attendance by any Executive Board officer, at any special meeting, without notation of objection to the transaction of business, shall constitute a waiver of the required notice.
- Any regular general or special meeting of the Executive Board may be held by telephone conference call in which all or certain of the Executive Board officers are not physically present at the place of the meeting, but a number sufficient to constitute a quorum participate in the conduct thereof by telephone or in person. For the purpose of determining the presence of a quorum and for all voting purposes at such a meeting, all participating Executive Board officers shall be considered present and acting.
- Any vacancy in an elective office shall be filled for the unexpired term by the current President in consultation with the Executive Board. To be eligible for the position, the candidate must meet the requirements listed in ARTICLE V, Section 1, above.

Section 2 – Election

- A Nominating Committee shall oversee the election of Executive Board officers.
- The Nominating Committee shall consist of at least three (3) members and shall be appointed by the President in consultation with Executive Board officers at the March Executive Board monthly meeting. One (1) of the three (3) members of the Nominating Committee will be appointed Chair by the Executive Board. One (1) member of the Nominating Committee should be the Women’s Group Good Shepherd staff contact.
- The immediate past President shall be an advisor to the Nominating Committee.
- The Nominating Committee chair shall announce at the March regular general meeting the process for nominations and requirements of each office to be filled.
- Nominations, self-appointed or from the floor, shall be made at the April regular general meeting.

- All nomination forms distributed to candidates at the April regular general meeting must be completed and returned to the Women’s Group Good Shepherd staff contact in the Parish office.
- With prepared questions, the Nominating Committee shall then interview, whether in person or by phone, each of the candidates.
- The Nominating Committee shall recommend the slate of nominees at the May regular general meeting, unless unforeseen circumstances delay the process.
- An election meeting shall be held annually for the purpose of electing Executive Board officers for the on-coming year. This annual general meeting for election of Executive Board officers will be at the June regular general meeting, unless unforeseen circumstances delay the process.
- Not less than twenty (20) days prior to the annual general meeting, the Communications Secretary of the Women’s Group shall give each active member written or electronic notice of the time, date, and place of the annual general meeting. The notice shall be posted in the church bulletin and e-mailed to the active members only.
- The election of executive Board officers to fill any of the positions on the executive Board shall be by the vote of the active members present in person, or represented by proxy, or by early ballot submission. Each active of the Women’s Group shall be entitled to cast one (1) vote. Proxies shall be permitted to be held only by an authorized representative of an active member of the Women’s Group; otherwise, the holder of a proxy will not be recognized or entitled to vote such proxy. Proxies shall be in writing and signed by the active member. All proxies shall be filed with the Communications Secretary of the Women’s Group.
- The voting membership will consist of active members only. All women are welcomed to attend and participate in the regular general meeting of the Women’s Group, but cannot vote in the June election for Executive Board officers.

ARTICLE VI

OFFICERS

Section 1 – Officers

- The officers of the Women’s Group shall be as stated in Article V, Section 1.
- Eligibility requirements shall be as stated in Article V, Section 1.
- Election and term of office shall be as stated in Article V, Section

- The officers may be removed at any time by a vote of a majority of the total voting (active) membership for good and sufficient cause shown.

Section 2 – Duties of Officers

- President

The President shall:

- Preside at meetings of the membership and of the Executive with such prerogatives, prerequisites, and responsibilities as are customarily incumbent upon such office.
- See to it that all orders and resolutions of the Executive Board are carried into effect.
- Give notice and agenda of Executive Board meetings to the Officers.
- Have supervisory control over all records of the Women’s Group.
- Have general supervision.
- Perform such other duties as may properly belong to the office or as shall be prescribed from time to time by the membership.

- Vice President – Social Programs / Hospitality

The Vice President – Social Programs / Hospitality shall:

- Attend meetings of the membership and of the Executive Board.
- Offer support and ideas to all functions of the Women’s Group.
- Be responsible for supervision of, and active participation in, all social initiatives of the Women’s Group as determined by the Executive Board each year.

- Vice President – Outreach / Fundraising Initiatives

The Vice President – Outreach / Fundraising shall:

- Attend meetings of the membership and of the Executive Board.
- Offer support and ideas to all functions of the Women’s Group.
- Be responsible for supervision of, and active participation in, all outreach of the Women’s Group as determined by the Executive Board each year.

- Recording Secretary

The Recording Secretary shall:

- Attend meetings of the membership and of the Executive Board.
- Keep minutes of the proceedings thereof.
- Attest contracts executed by the Women’s Group.
- Perform such other duties as prescribed by the Executive Board.

- Communications Secretary

The Communications Secretary shall:

- Attend meetings of the membership and of the Executive Board.
 - Be responsible for the communication of information on all matters pertaining to the Women's Group.
 - Be responsible for maintaining the Women's Group data base and e-mail account, maintaining the preparation of announcements, and the maintenance of all communication vehicles as directed by the Executive Board.
 - Give notice of regular general meetings to the active and non-active membership,
 - Work with the Membership / Welcome Chair in updating the membership roster.
 - Be responsible for marketing materials, such as flyers for the Women's Group events, and the Pink Link Newsletter.
 - Be responsible for communicating with the Good Shepherd staff contact to ensure our programs are being included in the weekly bulletin, on the screens at all Masses, and the Women's Group webpage on the Good Shepherd website.
 - Perform such other duties as may be prescribed by the Executive Board.
- Treasurer

The Treasurer shall:

- Attend meetings of the membership and of the Executive Board.
 - Be responsible for managing Women's Group's funds.
 - Good Shepherd maintains custody of the Women's Group's funds.
 - Keep full and accurate accounts of receipts and disbursements in books belonging to the Women's Group.
 - Oversees disbursements of funds of the Women's Group as may be ordered by the Executive Board, taking proper vouchers for such disbursements.
 - Render to the President and the Executive Board members at the regular meetings of the Executive Board or whenever they may require it, an account of all these transactions, as Treasurer, and of the financial condition of the Women's Group.
 - Render a regular accounting of all the receipts and disbursements.
 - Give the Women's Group a bond, if required by the Executive Board, in the sum and with one or more sureties satisfactory to the Executive Board for the faithful performance of her office, and for the restoration to the Women's Group in the case of her death, resignation, retirement, or removal from office of all books, papers vouchers, monies, and other property of whatever kind and character in her possession or under her control, belonging to the Women's Group.
- Membership / Welcome Chair

The Membership / Welcome Chair shall:

- Attend meetings of the membership and of the Executive Board.
- Be responsible for compiling information on new members and be responsible for ordering Women's Group shirts and name badges as needed.

- Be responsible for contacting prospective members whose names were obtained through Parish new-member registrations, or directly from Good Shepherd staff contact.
- Be responsible for keeping the active membership roster updated and publish a membership directory.

ARTICLE VII

FULL BOARD AND COMMITTEES

Section 1 – Composition

- The Full Board is composed of Executive Board Officers.
- Current Women’s Group Committees include:

Angel Tree (*outreach*)

Chit Chat Chow (*social*)

Book Club (*social*)

Parish Mailings (*communications*)

Bunco (*social*)

Scholarship (*Treasurer*)

Christmas Dinner (*social*)

Safe Haven (*outreach*)

Festival of Tables (*fundraising*)

Sunshine (*outreach*)

Garage Sale (*fundraising*)

WG Rep for Oktoberfest (*social*)

Section 2 – Responsibilities

- The Vice Presidents shall be responsible for coordinating the activities of their respective committees and for informing the active membership of their respective committee’s actions. The Vice President shall inform and coordinate such activities with the President.
- The Executive Board shall have the power to appoint special committees.
- The Vice President and her committee shall work to determine a budget prior to any event. The budget must be preapproved by the appropriate Vice President and President prior to the event. The Vice President shall be responsible for requesting approval for additional expenses in excess of the approved budget. Unapproved overages are the responsibility of the Vice President and may not be reimbursed.
- The Committee and appropriate Vice President will work to ensure their event is financially within the guidelines of the approved budget.

ARTICLE VIII

AMENDMENT TO BYLAWS

Section 1 – Process

- After approval by a majority vote (51%) of the Executive Board, these By-Laws may be modified or amended in whole, or in part, by a vote of a majority of the active members of the Women’s Group at a regular or special member meeting called for that purpose, at

which meeting a requisite quorum is present. Changes shall be read at the meeting prior to the election. All active members shall receive notice of the changes one month prior to the meeting at which the changes shall be voted on.

ARTICLE IX

INDEMNIFICATION AND RELEASE

Section 1

- The Women's Group shall indemnify and release its Executive Board officers to the full extent permitted by applicable law, and such applicable law shall be made a part of these bylaws, the same as if set forth in extent herein.
- The right to indemnification conferred in this Article shall include the right to be paid or reimbursed by the Women's Group the reasonable expenses incurred by any person entitled to be indemnified under Section 1 who was, is or is threatened to be made a named defendant or respondent in a Proceeding in advance of the final disposition of the Proceeding and without any determination as to the person's ultimate entitlement to indemnification; provided, however, that the payment of such expenses incurred by any such person in advance of the final disposition of a Proceeding, shall be made only upon delivery to the Women's Group of a written affirmation by such person of her good faith belief that she has met the standard of conduct necessary for indemnification under this Article and a written undertaking, by or on behalf of such person, to repay all amounts so advanced if it shall ultimately be determined that such indemnified person is not entitled to be indemnified under this Article or otherwise.
- Notwithstanding any other provision of this Article, the Women's Group may pay or reimburse expenses incurred by a person who is or was an Executive Board officer of the Women's Group in connection with her appearance as a witness or other participation in a Proceeding at a time when she is not a named defendant or respondent in the Proceeding.
- The Women's Group may, but is not required to, purchase insurance to provide for the obligations set forth in this Article. In the event that such insurance is purchased and in effect, the amounts payable pursuant to such insurance shall constitute fulfillment of the obligations set forth in this Article, provided that the Women's Group may, but is not required to, provide additional indemnification to the extent that the insurance proceeds to not fully cover the obligations set forth in this Article.