

## **Constitution - Ladies of Carmel**

### **Article I – Name**

The name of this organization shall be Ladies of Carmel. It shall be placed under the special protection of Our Lady of Mount Carmel.

### **Article II – Purpose**

- Section 1. To manifest our love for Our Lady of Mount Carmel by fostering spiritual growth and development in all women of the Parish Community.
- Section 2. To sponsor, participate, and cooperate in activities and functions within our Parish, upon approval of the President and/or Executive Board.
- Section 3. To perform charitable works.
- Section 4. To participate in civic activities and social outreach programs for the betterment of the broader community.
- Section 5. To help women develop friendships and act as a support system for each other.

### **Article III – Membership**

All ladies, Catholic or non-Catholic, who are interested in the welfare and progress of Our Lady of Mount Carmel Parish, are eligible for membership.

### **Article IV – Meetings**

Meetings will be held in accordance with the By-Laws.

### **Article V – Officers**

- Section 1. There shall be four elected officers: President, Vice-President, Secretary and Treasurer
- Section 2. Election of officers shall be as the By-laws shall provide.

## **Article VI – Executive Board**

- Section 1. There shall be an Executive Board, constituted as the By-laws provide, who will manage the affairs of the Ladies of Carmel.
- Section 2. The Executive Board will be comprised of the four officers, the three commissioners, and the immediate past president, the parliamentarian and all guild chairmen.
- Section 3. All decisions of this parish organization, whether emanating from the Executive Board or based on a vote of the full membership, are subject to the Pastor's approval.

## **Article VII – Parliamentary Authority**

- Section 1. Robert's Rules of Order, Revised, shall be the guide for any parliamentary rules not specifically provided herein.

## **BY-LAWS – LADIES OF CARMEL**

### **Article I –Membership**

All ladies, Catholic or non-Catholic, who are interested in the welfare and progress of Our Lady of Carmel Parish, are eligible for membership.

### **Article II - Meetings**

- Section 1 Meetings of this board shall be called to order by the President during the months of September, November, January and March.
- Section 2 The October and June meetings will be social; the January meeting will be spiritual and the April meeting will be for the purpose of electing officers and/or conducting business.
- Section 3 Special meetings may be called by the President or upon request in writing of three members, but no business except such as stated in the call may be transacted.
- Section 4 The area guilds shall have a regular monthly meeting on any day of their choosing.

### **Article III – Officers**

The officers shall be President, Vice-President, Secretary and Treasurer.

### **Article IV – Elections**

- Section 1 Elections for the Executive Board officers shall be held in April of odd-numbered years. A nominee must be a registered member of Our Lady of Mount Carmel.
- Section 2 A nominating committee shall be named for each election year. The purpose of the nominating committee shall be to search for, to meet and to come to a consensus on the best possible candidate(s) for the four offices. They shall also accept suggestions from Ladies of Carmel Guild members
- Section 3 The President shall appoint a member of the Executive Board as Chair of the Nominating Committee. The Chair of the Nominating Committee will appoint three additional members from three different guilds. Members of this committee are not eligible to be put on the slate but may be nominated from the floor at the general meeting.

- Section 4 The Nominating Committee Chair shall announce the process for nomination and requirements of each office to be filled at the January meeting. An announcement shall be placed in the parish bulletin with information regarding the nomination process. Consent of those on the slate must be obtained before presentation to organization members. The nominating committee shall recommend its slate of nominees at the March meeting. Nominations (with the consent of the nominee) may also be made from the floor at the April meeting. If a nominee is not present written consent must be previously obtained. Election shall be by written ballot if there is more than one nominee for any office. All Guild members present at the April meeting are eligible to vote.
- Section 5 Elected officers shall serve a term of two years. No officer shall be eligible for more than two consecutive terms in the same office.
- Section 6 No officer shall hold more than one elected office at any one time.
- Section 7 The president shall, with the approval of the Board, appoint from the membership, a member to fill the unexpired term of any elected officer where a vacancy in office shall occur.
- Section 8 If the office of President is vacated, the Vice-President will assume the unexpired term.

#### **Article V – Duties of Officers**

Section 1 - **PRESIDENT:** The President shall

- preside at all Board and general meetings of the Ladies of Carmel
- appoint all commission chairmen and a parliamentarian,
- declare the results of all elections
- see that all debts are paid, books properly kept and same audited annually
- be an ex-officio member of all committees except the Nominating Committee
- remove from any office any officer who has been absent from her chair for three consecutive meetings without just cause
- enforce rules and regulations of the organization, maintain order and be impartial at all times and in all matters
- serve as representative of the Ladies of Carmel at Parish Council meetings, or designate a representative to serve in this capacity
- review and approve all Guild-related correspondence and announcements prior to distribution
- request as she deems necessary two members of the Ladies of Carmel to conduct a called audit

Section 2      **VICE-PRESIDENT:** The Vice-President shall

- preside in the absence of the President and execute any other duties the President may call upon her to perform
- serve as ex-officio member of all committees in the absence of the President
- serve as Program Chairman and Mistress of Ceremonies when called on by the President
- Assume the duties of any absent Board member, as needed

Section 3      **SECRETARY:** The Secretary shall

- keep an accurate record of all meetings, take minutes of the Board and General meetings and distribute them to the proper groups
- keep a current list of all board members, and call the roll
- be responsible for handling all correspondence for the organization as approved by the President

Section 4      **TREASURER:** The Treasurer shall

- receive, disburse and document all organization funds and be ready to submit a report when called upon by the President
- give a monthly treasurer's report to the Board and general meetings
- be responsible for keeping the books current
- have books available for audit annually and as deemed necessary by the President.

**Article VI – Parliamentarian**

It shall be the duty of the Parliamentarian to advise the President on the rules of order at the General Meetings and the Board Meetings and to serve as Chairman of the Revisions Committee and to appoint said committee.

**Article VII – Executive Board**

Section 1      The Executive Board shall be comprised of all the Officers, the three Commission Chairmen, the immediate past President, the Parliamentarian, and all Guild Chairmen. *(All Executive Board members shall be parishioners of Our Lady of Mount Carmel Church.)* The Executive Board shall meet to discuss the problems which may confront the organization.

Section 2 The President may approve expenditures and donations **up to \$500.00** from the Ladies of Carmel account.

- 1) Approval of individual expenditures or donations of **more than \$500.00 but less than \$1,500.00** shall be approved by a majority vote of members of the Executive Board.
- 2) Individual expenditures or donations of **\$1,500.00 or more** shall be approved by the majority vote of the Executive Board at the meeting following the one at which the expenditure or donation was proposed. Prior to casting her vote on the proposed expenditure, each Chairman shall discuss the proposed expenditure or donation with her guild.
- 3) Regardless of amount, requests from the OLMC Pastor may be voted on and approved by the Executive Board at the same meeting at which proposed.
- 4) Voting on expenditures and donations should occur at the regularly scheduled Executive Board meetings. In an emergency situation a special meeting may be called by the President to propose or approve expenditures or donations. The President may request a vote via phone or electronically.

Section 3 Committee chairmen under the Organization and Services Commission are encouraged to attend the meetings of the Executive Board.

Section 4 Voting privileges are restricted to the members of the Executive Board as stated in Article VII, Section 1.

### **Article VIII – Standing Committees**

Section 1 Church Community

Section 2 Parish Life/Fellowship

Section 3 Organization Services

### **Article IX – Duties of Commissions**

Section 1 **CHURCH COMMUNITY:**

- To aid the development of Christian faith of individual members and
  - to encourage them to spread the Faith;
  - to promote participation in Daily Mass, Retreats, Days of Recollection, Adoration of Blessed Sacrament, Vocations, Understanding of the Liturgy, Scripture Study and other Spiritual practices, *Ecumenism and Religious Education*

- To be liaison to the Liturgy Committee and the Poor Clares.
- To plan and execute the annual pantry shower for the Poor Clares
- Open and close all meetings with a prayer

Section 2      **PARISH LIFE-FELLOWSHIP:**

- To foster Christian Family functions and support organizations promoting fellowship within the Parish.

Section 3      **ORGANIZATION SERVICES:**

- To coordinate the internal activities of the organization by appointing chairmen for the following committees and oversee their respective activities:

**Public Relations:**

- To promote good will for the organization; to bring a better understanding of the structure of the National Council of Catholic Women and our affiliation with it; to provide all publicity needed for organization events and keep the Ladies of Carmel web page current.

**Historian:**

- To compile information and historical data on reference to the organization, to keep and maintain the scrapbook for the organization.

**Membership:**

- To maintain a directory of names, addresses, and phone numbers of members of all guilds.

**Legislation:**

- To promote the exercise of citizenship responsibilities including the registration of voters, study of candidates and voting issues.

**Registration:**

- To personally welcome members and guests at meetings; to keep an accurate record of guild attendance.

**Article X – Amendments**

These By-Laws may be amended, adopted, or suspended at any Board meeting by two-thirds vote of those voting, provided the amendment has been submitted in writing at a previous board meeting.

#### **Article XI – Parliamentary Authority**

Robert’s Rules of Order, Revised, shall be the guide for any parliamentary rules not specially provided for herein.

#### **Article XII – Program Fees**

Speaker fees for programs shall not exceed \$200.00 unless otherwise voted by the Board.

#### **Article XII – Motions**

All motions shall be in writing and signed by mover and second and handed to the secretary when moved.

#### **GUILD RULES**

- 1) Officers are voted on as deemed necessary by each guild.
- 2) Officers shall be elected in the month of May.
- 3) Guild meetings shall open with a Scripture reading or a prayer.
- 4) Minutes shall be taken at each meeting.
- 5) Any major money-raising project proposed by a guild must be brought before the Board of Ladies of Carmel for approval.
- 6) It shall be the responsibility of the Guilds to support activities initiated by the Board and to provide leadership for those activities when necessary.
- 7) Each October every guild chairman is responsible for submitting to the Membership Chairman a current roster of guild members.
- 8) Each spring or as directed, every Guild Chairman is responsible for submitting to the President of the Ladies of Carmel a listing of Guild activities for the year.

Respectfully submitted: November 4, 2013