

THE ST. VINCENT de PAUL PARISH WOMEN'S CLUB

San Francisco, California

By-Laws

Established September 24th 2014

The St. Vincent de Paul Women's Club

San Francisco, CA

I. NAME

The name of this organization shall be the St. Vincent de Paul Women's Club (SVDP Women's Club)

II. MISSION STATEMENT/OBJECTIVES

SVDP Women's Club is a diverse women's social group committed to promoting fellowship, friendship, fun and spiritual growth. Our group's goal is to create a sisterhood where all women come together to grow and learn from one another. We will support the Parish (church & school) community while providing opportunities for amiable social relations among the members, their families and friends.

III. MEMBERSHIP AND DUES

1. Membership is open to women over twenty-one years of age who are registered with the parish and to women who, although they reside elsewhere, are parents or guardians of students or alumni, or themselves alumni of St. Vincent de Paul School.
2. Dues shall be Fifty dollars (\$50) per annum for active member payable in September of each year beginning September 2014.

IV. NATURE OF THE SOCIETY

The club is formed as a non-profit organization. Its sole revenue will be dues, the amount of which is to be fixed at the Annual Meeting, and such admission fees as are determined for attendance at special

events. No salary or compensation shall be paid to any member. Money made from dues and special events will be put into back into fund for our events. If the club has a surplus of cash, the Board will vote to give money to Parish (church or school) for what they need.

V. GOVERNMENT & MANAGEMENT

1. The government and management of the SVDP Women's Club shall be vested in a Board of Fifteen (15) Directors, Four (4) Officers, one (1) Sunshine Coordinator and Priest Director.
2. The officers shall be President, Vice President, Treasurer, and Secretary.
3. The officers shall constitute the Executive Committee and shall have the power to act for the Board during the interim between meetings, except that of modifying any action previously taken by the Board.
4. Sunshine Coordinator shall be responsible for any correspondence that the SVDP Women's Club needs, such as sympathy cards, flowers sent, etc.

VI. DUTIES OF OFFICERS

1. The President shall be the Chief Executive Officer, shall have duties and power necessary and appropriate to this office, and shall preside at all meetings. The President shall appoint all necessary committees and shall be an ex-officio member of these committees. In the event of a vacancy in office or on the Board, the President shall appoint a member to fill the unexpired term.
2. The Vice President shall assist the President, shall perform the duties of the President during the absence of the President, and shall succeed to the office of President upon death or inability of

the President to serve. She shall serve as Chairman of the Membership Committee.

3. The Secretary shall keep faithful minutes of meetings and records of the activities of the Club and shall send notices of meetings and of other scheduled events to the membership.
4. The Treasurer shall collect all dues. She shall keep an accurate record of all receipts. She shall deposit the Club's fund properly. She shall expend Club funds only as authorized by the Board of Directors, provided that she may disburse monies not exceeding \$100, without previous explicit authorization, to meet current expenses; but she shall report such disbursement(s) at the next meeting of the Board of Directors.
5. The President will appoint two members of the Club to act as Auditors to review the Club's incomes and disbursements. The Auditors will present the results of their review, plus the June 30th balances of all bank accounts, to the Pastor by July 1st. Also, no member is to have an ATM card for any of the Club's bank accounts.
6. The Priest Director shall give spiritual counsel to the membership and shall inform the membership at each meeting of any new developments and upcoming or ongoing necessities of the parish and its school that he deems appropriate to the objectives of the Club. The Priest Director shall be the pastor of the Church of St. Vincent de Paul ex- officio; but he may designate another priest of the parish to represent him if his schedule prevents his presence.

VII. GENERAL MEETINGS

1. General meetings of the membership will be held at such times as shall be determined by the Board of Directors.

2. The March meeting will be known as the Annual Meeting.
3. Twenty members will constitute a quorum for the transaction of business at any regular meeting including the Annual Meeting.
4. The location, date and time of the meetings shall be determined by the President or Presiding Officer.

VIII. ELECTIONS

1. The Nominations Committee composed of four members shall be provided as follows: at or before Annual Meeting every year. The President shall appoint two (2) nominees from the general membership and the Board shall select two (2) of its members to serve. The President shall choose the Chairman of the Nominating Committee as one (1) alternative from the Board and one (1) alternate from the general membership.
2. The Chairperson of the Nominating Committee shall submit the names of all nominees or possible nominees to the Priest Director for approval and shall report its nominations at the Annual Meeting. Nominations from the floor may also be made by any member or members at the Annual Meeting. All of the officers, other than Priest Director, shall be elected by plurality vote at the Annual Meeting in March of each year.
3. Officers shall assume their duties immediately upon election and shall serve one full year thereafter. The President may not serve more than two consecutive one-year terms, unless an extension is approved in consultation with the Pastor. In case of vacancy in any office save that of Priest Director, the President with the consent of the Board of Directors shall name a member to serve the unexpired term.

4. The removal of officers may be eliminated upon vote of a majority of the whole Board of Directors followed by three-fourths of the members present (provided a quorum be present) at the next general meeting. Notice of the proposed removal shall be given to the membership at least two weeks prior to the meeting.