

BYLAWS OF THE ST GEORGE LADIES SOCIETY

ARTICLE I NAME

1. The name of this organization is the **ST. GEORGE LADIES SOCIETY** (hereinafter the “St. George Ladies”).

ARTICLE II ST. GEORGE LADIES BOARD

1. The St. George Ladies shall consist of (1) the Officers, as defined in Article III of these Bylaws, and (2) the President as described in Article V, of these Bylaws.
2. The President plus three (3) delegates shall be the official delegation of that the Society as defined in Article III of these Bylaws.
3. The purposes of the Society are as follows:
 - (a) To foster, promote, and facilitate the purposes of the St. George Ladies Society as described in the Constitution;
 - (b) To develop, within the Society, its committees and delegates, a sense of sisterhood and a spirit of Christian concern and service to the Church and to the community-at-large;
 - (c) To coordinate charitable activities of the women of the Society.
4. Except as otherwise specifically provided in the Constitution or these Bylaws, the proceedings of the Society shall be based upon the will of the majority.
5. The Society may adopt other rules and regulations, consistent with the Constitution and these Bylaws, when such rules are deemed necessary for the proper conduct of the financial affairs and general welfare of the St. George Ladies.
6. The Society shall have the power to interpret these Bylaws and any rules it may promulgate.

ARTICLE III OFFICERS

1. The elected officers of the Society shall include a President, Vice-President, Recording Secretary, and Treasurer.
2. All officers shall be of good moral reputation, in good financial standing, and in good spiritual standing in the Parish to which they belong.

ARTICLE IV THE EXECUTIVE COMMITTEE

1. An Executive Committee, comprised of the elected Officers and Immediate Past President of the Society shall be responsible for the routine administration of the St. George Ladies Society and the carrying out of the policies set by the Society. This Executive Committee shall meet as often as deemed necessary by the President.
2. The Executive Committee shall fill any vacancies in its membership, because of a death or resignation.
3. The proceedings of the Executive Committee shall be based upon the will of the majority. The minutes of all sessions shall be printed and circulated to the Executive Committee and Coordinators of Standing Committees.

ARTICLE V PRESIDENT

1. The President shall preside at all meetings, regular and special.
2. The President shall attend such meetings of the Board of Trustees of the Archdiocese as directed by the Metropolitan Primate of the Archdiocese.
3. The President, with the advice of the Executive Committee, shall appoint the Coordinators of the Standing Committees and Special Committees.
4. The President shall not enter into any contractual relationships on behalf of the St. George Ladies, unless authorized to do so by official action of the Society or the Executive Committee, within the scope of their powers as set forth in the Constitution and these Bylaws.

5. The President may convene meetings of the Executive Committee as the necessity for such meetings may arise.
6. The President, when in the Chair, shall not have the right to make a motion, second a motion, engage in debate, or vote on a motion, except in the case of a tie in the voting, in which event the President shall cast the deciding vote.
7. The President shall have the right to make a motion, second a motion, or engage in debate, provided that, she first surrender the Chair to the Vice President or, in the absence of the Vice President, any other available officer.
8. The President shall be an ex-officio member of every committee, Standing or Special.
9. The President shall sign, with the Recording Secretary, all contracts, legal documents, etc., in the name of the St. George Ladies, when properly authorized to do so by the Society or the Executive Committee.
10. The President shall be a co-signatory with the Treasurer on all checks and drafts.

ARTICLE VI VICE PRESIDENT

1. The Vice President, in the absence of the President, shall perform the duties of the President and shall be entitled to the prerogatives of the President. Additionally, the Vice President shall be an ex-officio member of every committee.
2. The Vice President shall carry out any, and all other duties that might be assigned to her from time to time by the President.

ARTICLE VII SECRETARIES

1. The Recording Secretary shall:
 - (a) Take minutes of all sessions of the Society and the Executive Committee;

- (b) Sign, with the President, all contracts, legal documents (excepting those drafts or obligations designated as the responsibility of the Treasurer, in Article VIII of these Bylaws), or other documents necessary or proper to the conduct of business of the St. George Ladies, in the name of the St. George Ladies when properly authorized by the Society or the Executive Committee; the Recording Secretary shall be the custodian of the archives of the St. George Ladies;
- (c) Take a roll call of the Society Delegates at meetings of the Society;
- (d) Keep all records of the St. George Ladies and maintain a current roster of all Society Officers and Coordinators of Standing Committees and Special Committees; and,
- (e) Maintain the archives of the St. George Ladies.

ARTICLE VIII TREASURER

1. The Treasurer shall:
 - (a) Receive all monies paid to the St. George Ladies and shall issue receipts for same;
 - (b) Deposit such funds into an accredited banking institution which has been authorized by the Society or the Executive Committee;
 - (c) Keep an accurate balanced account of all receipts and disbursements, and shall give detailed reports of the same at each meeting of the Society;
 - (d) Provide annual statements to the Subsidiary Organizations. The Treasurer shall maintain a list of all Subsidiary Organizations in good financial standing. Such list shall be made available at the Regular Meetings of the Society for the purpose of authorizing the seating of the delegations of the Subsidiary Organizations;

- (e) Within five (5) weeks of the completion of her term, provide to the incoming Treasurer all books, records, ledgers, and funds of the St. George Ladies;
 - (f) Provide to the incoming Treasurer and to the Finance Committee a transitional statement detailing the financial transactions of the St. George Ladies and informing the incoming Treasurer of the sources and required disposition of funds; and
 - (g) Deliver to the Recording Secretary all books, financial records, and ledgers to be maintained at the St. George Ladies' archives.
2. The Treasurer shall be a co-signatory with the President on all checks and drafts. She shall not issue any check not properly authorized by the Society or the Executive Committee. All payments shall be made by check. All checks shall be numbered and issued in numerical sequence.
 3. The Treasurer shall keep the St. George Ladies' financial records current and available for inspection at all times.
 4. The Treasurer shall be an ex-officio member of the Finance Committee.

ARTICLE IX SPIRITUAL ADVISOR

A Spiritual Advisor to the St. George Ladies is appointed by the Metropolitan Primate of the Archdiocese. The President shall consult the Spiritual Advisor, by the Society and by the Officers and Coordinators of the Standing Committees, as necessary or appropriate, shall be invited to all Regular Meetings of the Society, and shall be kept informed of the activities of the Society.

The Spiritual Advisor shall not have a vote. The responsibilities of the Spiritual Advisor shall be those assigned to him by the Metropolitan Primate of the Archdiocese. The Officers and Coordinators of the Society shall look to the Spiritual Advisor for guidance and spiritual support in connection with fulfilling the purposes of the St. George Ladies.

ARTICLE X
THE PROJECTS COMMITTEE

1. The Projects Committee shall devise, organize, and implement methods for the raising of funds for the project(s) which have been adopted by the Society (the “Society Project”).
2. The Society shall be encouraged to hold one (1) fundraising event per year with the entire proceeds of that event dedicated to the specific Society Project(s) for that year.

ARTICLE XI
THE MEMBERSHIP COMMITTEE

1. The responsibility of the Membership Committee is to devise and implement programs aimed at growth of membership, including both an increase of individual women belonging to Society
2. The Membership Committee shall maintain membership records.
3. The Membership Committee shall be responsible for verifying the applications of Subsidiary Organizations desiring membership and shall recommend to the Executive Committee the acceptance or rejection of such applications based upon its findings.

ARTICLE XII
THE NOMINATING COMMITTEE

1. No later than the Summer Meeting, the President shall appoint a special Nominating Committee composed of three (3) members of the Society.
2. The Nominating Committee shall nominate at least one (1) person for each elected office as provided for in Article VI, Section 1 of the Constitution, each of which nominees shall (1) be a member in good standing of a Member Chapter of the St. George Ladies, as defined in Article IV of the Constitution, and (2) be approved by the pastor of the parish to which the nominated person belongs. Any nominee for the position of President must have served on the Society for at least one (1) two-year term.

ARTICLE XIII ELECTION OF OFFICERS

1. During the Regular Winter Meeting of the Society, the President shall call upon the Coordinator of the Nominating Committee to present its report and its slate of nominees.
2. Additional nominations may be made from the floor by any member of the Society, provided that:
 - (a) the office for which such nomination(s) is made conforms to Article VI, Section 1 of the Constitution,
 - (b) such person nominated is a member in good standing of St. George Church, and
 - (c) such nomination be approved in writing by the pastor of the parish to which the nominated person belongs.

Elections shall be by secret ballot.

3. Officers shall be elected by a majority of the Society voting in person at said meeting.

ARTICLE XIV QUORUM, VOTING AND PROXY VOTING

1. At least two (2) members of the Executive Committee plus a total of four (4) members of the Society shall constitute a quorum at any meeting of the Society.
2. Each member of the Society, as defined in Article II, Section 1, of these Bylaws, except as otherwise limited herein, is entitled to a vote on matters before the Society.
3. Proxy votes may be cast only on issues which have been submitted to the Society, in advance of a meeting of the Society, provided that:
 - (a) the Society has at least three (3) delegates present at the meeting for which proxy votes are sought to be cast, and

- (b) a written proxy authorization, signed by an Officer of the Society and by the Spiritual Advisor is submitted to the Society President and the Society Recording Secretary at the beginning of the meeting.

ARTICLE XV ADDITIONAL RESPONSIBILITIES OF OFFICERS

1. The responsibilities of the Officers and Coordinators of Standing Committees are those set forth in the Constitution and these Bylaws together with guidelines for each office or position established by the Society from time to time.
2. Each Officer and Coordinator of Standing Committees shall, within five (5) weeks after completion of her term in office, deliver to her successor the following:
 - (a) A complete copy of the Constitution and Bylaws, together with any amendments thereto;
 - (b) Then current Guidelines for that office or position; and
 - (c) All records pertinent to that office, including but not limited to, correspondence, minute, and program materials.

ARTICLE XVI AMENDMENTS

Any section of these Bylaws may be amended, altered, or repealed by a majority vote of the members of the Society in attendance at any Regular or Special Meeting called for that purpose at which a quorum is present, and in preparation thereof, a copy of the proposed amendment(s), alteration(s), or revision(s), is given in the call for such meeting at least thirty (30) days before the meeting. However, all such amendments, alterations or revisions are subject to the approval of the Spiritual Advisor.