

CONSTITUTION
OF
HOST¹ GUILD OF SACRED HEARTS PARISH

Reorganized and Adopted on September 17, 2012



ARTICLE ONE

NAME

The name of the organization shall be the HOST GUILD OF SACRED HEARTS PARISH, also referred to as the “Guild.” The Guild operates as a tax-exempt entity of Sacred Hearts Church (an entity of the Catholic Diocese of Columbus), located at 4680 U.S. Route 42, Cardington, OH 43315-9512. The HOST Guild maintains an official relationship with the Diocesan Council of Catholic Women.

¹ H-O-S-T stands for Humility, Obedience, Service, Trust

ARTICLE TWO

MISSION

It is the mission of the HOST GUILD OF SACRED HEARTS PARISH to provide a spiritual, inclusive, and supportive foundation for all women of the parish, so as to encourage and facilitate positive involvement for women throughout the parish community.

ARTICLE THREE

MEMBERSHIP

Membership in the HOST GUILD OF SACRED HEARTS PARISH is open to all women members of the parish family, regardless of faith. All active (dues-paying) members of the Guild have voting privileges, with one vote per person.

ARTICLE FOUR

SCOPE OF ACTIVITIES

To support its mission, the HOST GUILD OF SACRED HEARTS PARISH will focus on activities in the following general areas: personal spiritual foundation and growth, service to and support of the parish, and social outreach.

1. Personal spiritual foundation and growth – The Guild will provide periodic opportunities for the women of the parish to enhance their personal relationship with God through special Masses, speakers, retreats, prayerful reflection, Bible study, etc.
2. Service to and support of the parish – The Guild will continue its past support of parish operations (providing altar linens, hosts, candles, wine), as well as providing lunch following funeral Masses and serving other hospitality functions. The Guild will also be

responsible for maintaining the kitchen and overseeing cleaning of the church interior spaces. In addition, the Guild will be available to assist other parish activities / organizations (Knights of Columbus, Sacred Hearts Youth Group, etc.) as needed to support their activities. To provide financial support for these and other functions, the Guild will conduct at least one annual fundraiser (unless deemed not necessary by parish administration).

3. Social outreach – The Guild intends that all women of the parish – regardless of faith – should feel welcome in our parish family and should get to know each other outside traditional parish functions. To that end, the Guild will conduct outreach activities to parish women, including an annual tea / social for the women of the parish, mother / daughter / granddaughter activities, and communication with the sick or homebound, new mothers, those in grief, and others. The Guild will also provide periodic opportunities for all parish women, including teens, to interact in social or educational settings, as well as charitable-giving activities. To the extent practicable, the Guild shall interact ecumenically with other church-based women’s organizations in the area in support of the overall mission of the Guild.

ARTICLE FIVE

DISSOLUTION

The HOST GUILD OF SACRED HEARTS PARISH may be dissolved by a three-fifths (3/5) written ballot vote of all active (dues-paying) members and with the approval of the Pastor. In the event of dissolution, all assets and liabilities of the Guild will be transferred to the parish.

ARTICLE SIX

AMENDING THE CONSTITUTION AND BYLAWS

Amendments to this Constitution of the HOST GUILD OF SACRED HEARTS PARISH must be approved by a majority (50% plus 1) of all active (dues-paying) members present and voting at the annual meeting. Proposed amendments shall be submitted in writing to the Executive Committee at least two months prior to the annual meeting. The Executive Committee shall provide to all active members in advance of the annual meeting a copy of any proposed amendments to the Constitution.

Amendments to the accompanying Bylaws of the HOST GUILD OF SACRED HEARTS PARISH may be proposed periodically as needed and may be adopted at any regular meeting of the Guild. Proposed amendments to the Bylaws shall be submitted in writing to the Executive Committee at least two months prior to the regular meeting at which they will be considered. At the discretion of the Executive Committee, proposed minor amendments to the Bylaws (as judged by the Executive Committee) do not have to be provided in advance to the membership. Amendments to the Bylaws must be approved by a majority (50% plus 1) of all active (dues-paying) members present and voting at the regular meeting.

BYLAWS
OF
HOST GUILD OF SACRED HEARTS PARISH

Adopted September 17, 2012



NUMBER 1. MEETINGS

Regular meetings of the Guild will be held on the second Monday of the month at Sacred Hearts Church, in the evening, unless otherwise noticed. Regular meetings will be held monthly from September thru June, unless otherwise noticed. The attendance of the Pastor at Guild meetings is encouraged, at his convenience. Special meetings may be scheduled as needed, with advance notice provided.

Each June, the Guild will conduct an annual meeting for the purpose of electing officers, considering changes to the constitution, and other business as needed. Advance notice of all meetings will be provided in the parish bulletin and through other means, as available.

NUMBER 2. OFFICERS AND EXECUTIVE COMMITTEE

Section 1. Officers and Term. The designated officers of the Guild shall include the PRESIDENT, PRESIDENT-ELECT, SECRETARY, and TREASURER, which together with the Pastor shall constitute the EXECUTIVE COMMITTEE. All officers of the Guild must be

practicing Catholics in good standing. The term of office for designated officers shall be two years, beginning in September (for example, one term would be September 2012 through August 2014).

Section 2. Election of Officers. Each April of even-numbered years, the Executive Committee shall appoint a three-member Nominating Committee, which shall be responsible for soliciting candidates for the offices of President-Elect, Secretary, and Treasurer – the recommendations of the Nominating Committee shall be submitted to the Pastor, who will provide approval of candidates at least three weeks prior to the annual meeting. All candidates for office must be registered in the parish and must be practicing Catholics in good standing. Upon approval of the Nominating Committee’s recommendations, the Executive Committee will prepare ballots for election of officers. Nominations will also be taken from the floor, subject to the approval of the Pastor.

Officers shall be elected by secret majority (50% plus 1 of those present and voting) ballot every even-numbered year at the annual meeting of all Guild members, with the exception that the President-Elect shall automatically advance to the office of President following the second year of her service as President-Elect. In the event of a tie vote, balloting shall continue until the tie is broken.

Vacancies shall be filled by the President (or President-Elect if the office of President is vacant), in consultation with the Pastor.

Section 3. Removal from Office. Guild Officers who miss three (3) meetings (including regular, Executive Committee, or special) annually without valid excuse may be removed from office at the discretion of the Pastor.

Section 4. Duties of the President. The President shall preside at each meeting of the Guild (regular, special, or Executive Committee) and shall provide and maintain agendas for each. The President shall work cooperatively with and support the Pastor in his role on the Executive Committee and other parish activities, as needed. The President shall assign specific duties and appoint various Committees (in addition to Standing Committees included in these Bylaws) as

needed. The President shall serve as parish liaison to the Diocesan Council of Catholic Women. The President shall serve as an *ex officio* member of all Guild Committees. By September 1 annually, the President shall provide a year-end report to the Pastor covering all Guild activities for the previous year; the President's report shall include information supplied in annual reports by the other Guild officers.

Section 5. Duties of the President-Elect. The President-Elect shall automatically advance to the office of President following her service as President-Elect. The President-Elect shall assist the President as needed and assume her duties in the President's absence. The President-Elect shall lead an active membership campaign, with the advice and assistance of the Membership Committee. By August 1 of each year, the President-Elect shall provide to the President a written report outlining developments in her areas of responsibility for the previous year.

Section 6. Duties of the Secretary. The Secretary shall take minutes at all regular and special meetings of the Guild, as well as minutes of Executive Committee meetings. The Secretary shall read the minutes of the previous meeting(s) at each meeting and shall provide a copy of those minutes for the record. The Secretary shall provide at least one-week's advance notice of all meetings to the parish administrator for publishing in the parish bulletin. The Secretary shall be responsible for maintaining attendance records for all Guild meetings. By August 1 of each year, the Secretary shall provide to the President a written report outlining developments in her areas of responsibility for the previous year.

Section 7. Duties of the Treasurer. The Treasurer shall be responsible for all the finances of the Guild, maintaining accurate records and providing a written treasurer's report at each regular meeting. The Treasurer shall work closely with the Executive Committee to develop and submit an annual budget, which shall be approved by the members at the annual meeting. The Treasurer shall be responsible for soliciting and collecting annual dues and shall provide a separate report of dues collections to the President-Elect. The Treasurer shall be responsible for all deposits and expenditures for both regular Guild functions as well as special fundraising activities, as approved by the Executive Committee. The Treasurer shall maintain liaison with the parish secretary / finance manager on a regular basis to expedite payment of bills and reimbursements and distribute as needed tax-exempt forms for the use of those procuring supplies for the Guild.

As needed, the Treasurer shall fully comply with any request for in-house or independent records auditing that may arise. By August 1 of each year, the Treasurer shall provide to the President a written report outlining developments in her areas of responsibility for the previous year.

NUMBER 3. STANDING COMMITTEES

The following Standing Committees of the Guild are established:

- Sacristy – responsible for coordinating Guild support of parish sacristy functions, including providing hosts, candles, and wine for Masses and sacraments and purchasing (as needed) and caring (including laundry) for vestments and altar linens. The Sacristy Committee shall recruit rotating Sunday sacristans to regularly oversee Mass preparations and cleanup. Works closely with the Pastor and parish administrator.
- Bereavement / Hospitality – responsible for providing lunch following funeral Masses and coordinating refreshments for other parish activities, as needed. Works closely with the Pastor and parish administrator.
- Kitchen Management – responsible for conducting an annual inventory of kitchen supplies, organizing the kitchen, and maintaining its cleanliness and functionality. Will work with the parish administrator to order any needed supplies and establish a schedule for kitchen use.
- Church Cleaning – responsible for overseeing regular cleaning of the interior church space, as well as twice-annual special cleaning (approximately November and March) in advance of decorating for the Christmas and Easter holidays. Will identify to the parish maintenance director any maintenance or special cleaning needs.
- Program / Seasonal Activities – responsible for making recommendations to the Executive Committee, prior to the annual meeting, for the following year’s schedule of events, including any special speakers for regular meetings, spiritual pursuits, and social

outreach activities. Works closely with the President throughout the year to update and revise scheduled activities as needed. Will work closely with the Executive Committee to identify any special seasonal activities that the Guild can sponsor / support.

- Membership – responsible for Guild membership recruitment activities, membership records (including contact information for members), and member social functions, other membership functions as needed. Works closely with the President-Elect.
- Fundraising – responsible for recommending to the Executive Committee an annual fundraising event for the Guild, including a proposed budget and timeline. Responsible for coordinating all details of the fundraising event itself. Works closely with the Executive Committee and the Treasurer. The Fundraising Committee may establish subcommittees to oversee separate fundraising activities, as needed.
- Audit Committee – responsible for the preparation of an annual audit of the finances of the Guild, following the submission of the Treasurer’s year-end report. The Audit Committee will consist of two Guild members appointed by the Executive Committee. The Audit Committee will submit a written report to the Executive Committee by August 20 each year, and the results will be reported to the Pastor in the President’s year-end report.

The President shall appoint a Chair and Chair-Elect for each Standing Committee prior to the annual meeting; appointments will be for a term of one year (beginning in September). Other Committees may be established by the President as needed. Committee Chairs and Chairs-Elect may be removed from office at the discretion of the Executive Committee. All Committee Chairs are encouraged to utilize the generosity and skills of other Guild members as active Committee Members in furtherance of each Committee’s goals and the mission of the Guild.

NUMBER 4. ANNUAL DUES

Annual dues for the Guild shall be \$10 per person. Dues shall be payable upon request at the beginning of the Guild's fiscal year, which starts on September 1.

NUMBER 5. EXPENSE REIMBURSEMENTS

The Treasurer shall develop an Expense Reimbursement Form, which must be completed and submitted by any Guild member wishing to be reimbursed for approved expenses incurred by her in support of Guild activities. The Expense Reimbursement Form must be accompanied by all receipts and clearly indicate the pertinent Guild activity for each expense. The Treasurer shall process expense reimbursements with the parish secretary / finance manager in a timely manner and shall maintain copies of all reimbursement forms.