



BY LAWS OF THE GUILD OF ST. MARY CHURCH OF ST. MARY
Lake Forest, Illinois

ARTICLE I

Name

The name of this organization shall be The Guild of St. Mary.

ARTICLE II

Purpose

The purpose of this organization shall be to promote among its members fellowship, spirituality and to serve the needs of the Church of St. Mary and its community.

ARTICLE III

Membership

Section 1: Regular Membership

Regular membership is realized through participation in a Circle. Regular members are required to pay annual Guild and Circle dues. Individual Circles may determine their own requirements for members regarding their dues, Circle meeting attendance, and participation in Guild and Circle activities.

Section 2: St. Vincent de Paul Membership (formerly Sustaining Membership)

St. Vincent de Paul membership requires no specific Circle affiliation. St. Vincent de Paul members are required to pay annual Guild dues. St. Vincent de Paul members are welcome to volunteer for Guild activities and service opportunities, invited to all Guild Events and Activities, and receive the monthly Guild Newsletter. This membership has no time limitation, and a member may join a Circle at any time to establish regular membership with that Circle.

Section 3: Membership Dues

Membership Annual Dues are the same for all members of the Guild; Regular and St. Vincent de Paul (formerly Sustaining). This nominal amount will be based upon the administrative overhead determined by the Board to remain fiscally stable.

ARTICLE IV

Circles

Section 1: Circles

The Guild is divided into groups called Circles. The purpose of Circles is to provide the opportunity for women to work in smaller groups toward common goals.

As part of the Guild, each Circle is required to organize and execute one of the various Guild Activities. Guild Activities are determined and assigned by the Guild Board. All income and expenses from Guild Activities should go directly through the Guild Treasurer.

As part of the Guild, Circles may not raise funds (from sources outside their Circle) in the name of the Guild and disperse it themselves. All such funds must be turned over to the Guild Treasurer, with a complete accounting of the fundraiser. If the Circle would like the funds to go to a particular charity or specific use within the parish, they may make a note of it when presenting the funds to the Guild.

Section 2: Circle Leaders and Their Duties

Circle leaders are appointed within each Circle. Circle leaders are expected to support Guild activities and their duties include but are not limited to:

- Organizing Circle meetings
- Attending monthly Guild Board meetings
- Confirming all members of their Circle have registered as Guild members for the year
- Communicating Guild information to Circle members
- Helping to execute designated annual Guild Activity(ies)
- Responsible stewards of Circle dues and finances

Circle leaders should also participate in any events for newcomers or the Parish and assist the chairperson of such events as required. If a Circle leader is unable to attend a Guild Board meeting or any other required Guild function, then the Circle leader is responsible for sending a Circle representative in her place.

Section 3: Circle Dues

Circle dues and parish donations are at the discretion of the Circle. Donations may be made to the Guild at any time towards the Parish gift.

Section 4: Emeritus Circle

Emeritus Circle membership is by invitation from the Executive Board. Emeritus Circles have a Regular membership standing in the Guild and are required to pay

annual Guild dues yet are not required to participate in the various Guild functions based upon circumstances.

ARTICLE V

Guild Board

The Guild Board shall be defined as and consist of the following: the Executive Board of the Guild, Circle Leaders, and Special Event Chairs. The Guild board comes together in Service, Spirituality, and Social activities within the Parish and Community.

Section 1: Service

The Guild board promotes service through various activities throughout the year by supporting the needs of the parish, ministries, and the community.

Section 2: Spirituality

The Guild comes together to celebrate our faith while growing deeper in faith.

Section 3: Social

The Guild fosters friendships during Guild Activities, Events and Circle affiliation.

ARTICLE VI

Executive Board

The Executive Board shall be defined as and consist of the following officers: President, Vice President of Activities, Vice President of Membership, Secretary, Treasurer, Publicity Officer, Advisory Officer, Pastoral Associate, and Technology Advisor.

Executive Board members shall attend all Executive meetings, Guild board meetings and assist the President in all matters pertaining to the Guild as needed. The Executive Board shall support with thoughtful consideration all Parish requests and Guild Activities.

Section 1: President

The **President** shall preside over all meetings of the Guild, the Guild Board and the Executive Board. The President shall appoint committee chairpersons and shall perform other duties usually pertaining to the office of President. The President shall support all Guild related activities.

Section 2: Vice President of Activities

The **Vice President of Activities** shall preside at Board meetings in the absence of the President. The Vice President of Activities shall oversee activities and fundraisers of the Guild and the individual Circles. The Vice President of Activities shall chair the

Nominating Committee. The Vice President of Activities shall update the website calendar and events/registrations.

Section 3: Vice President of Membership

The **Vice President of Membership** shall coordinate the annual membership registration, update the Membership Directory, welcome new members to Guild while guiding Circle placements.

Section 4: Secretary

The **Secretary** shall record and keep the minutes of all meetings of the Guild Board. She shall post minutes, circle news and flyers from the meeting on the Guild website and email Guild members within three days of the meeting. Hard copies of the minutes and fliers will be left in the Parish Center for member pick up.

Section 5: Treasurer

The **Treasurer** shall handle all finances related to the Guild. The Treasurer shall keep records of all financial transactions, present monthly reports to the Guild Board, post monthly reports in the Treasurer's file, and submit a year-end report to the general membership. All Guild funds shall be deposited by the Treasurer in a bank account designated by the Guild Board. The Treasurer may assist Circles with their Circle finances/bank accounts. Only the President may sign checks in the event of disability or absence of the Treasurer.

Section 6: Publicity Officer

The **Publicity Officer** shall be responsible for all outgoing communication, publishing information in the parish bulletin concerning Guild news and events and administering the social media channels. The Publicity Officer is also responsible for updating Guild information on the Guild website.

Section 7: Advisory Officer

The **Advisory Officer**, the previous past President of the Guild shall remain active and act as Parliamentarian, interpret Guild Bylaws and assist and advise the current President as needed. The term of this office will offer support through the first year.

Section 8: Pastoral Associate

The **Pastoral Associate** shall serve as an advisor to the board offering resources and support in prayer, liturgy, and other religious areas. Serving as a liaison to the Parish and Pastor.

Section 9: Technology Advisor

The **Technology Advisor** shall serve the board with constant updates to the software and technologies developed especially for the Guild. The responsibilities include educating the Executive Board to the procedures and protocols set forth within the technology. Updating the interface of the Guild technology with the Parish website as it pertains to membership registration, event registration, calendar updates.

ARTICLE VII

Nomination and Election of Officers

Section 1: Nominating Committee

The **Nominating Committee** shall consist of seven members, including the President, three members of the Executive board and three members selected from the Circle leaders of the Guild. This committee shall meet in April to nominate officers for the coming year. The Vice President of Activities, as chairman of the Nominating Committee, shall hold the meetings and contact potential candidates.

Section 2: Selection of New Officers

Selection of officers shall take place every year, with each officer slated for a two-year term. The Pastoral Advisor will not be a nominated position but invited by the Executive Board.

Rotation of officers is as follows:

YEAR ONE: President, Vice President of Membership, and Publicity

YEAR TWO: Vice President of Activities, Secretary, Treasurer and Tech Advisor

Section 3: Nomination Process

The report of the Nominating Committee, including the nominated persons and applicable background information, shall be submitted to the Pastor/Pastoral Liaison in writing following the April meeting.

Section 4: Election of Officers

The Vice President of Activities shall present the slate of officers for the upcoming year no later than the May board meeting for confirmation of the Guild vote.

Section 5: Installation of new officers

New officers shall be installed at the June board meeting and assume their duties at that time. The summer months will be used to transition responsibilities from the prior Executive board member to the new Executive board member.

Section 6: Resignation/Replacement

If it should become necessary for an officer to resign from the position on the Guild board, such resignation shall be submitted in writing to the Guild President. If an officer must be replaced prior to fulfilling the 1-year term, the President shall immediately select a replacement with the approval of the Executive board for the remainder of the term. If the President needs to be replaced, a new Nominating committee shall be formed to nominate a candidate to fill the position. The candidate must be approved by the Pastor. No person shall be appointed to the same office for more than one consecutive term.

Any officer who does not fulfill the assigned responsibilities may be relieved of office by majority vote of the Guild board. Appointment of a replacement shall be made as described above.

ARTICLE VIII

Meetings

Section 1: Executive board meetings

Executive board meetings shall be called prior to the Guild meetings, at the President's discretion or upon the request of seven members of the Guild board.

Section 2: Guild board meetings

Regular meetings of the Guild board shall be held at a time designated by the Guild President. The annual schedule begins in September, concludes in June. Meetings are to be approved by the Parish Office. Installation of new Exec board officers will be held at the June meeting. Meetings will follow Robert's Rules of Order, agendas, minutes, and Circle news will be published to the Guild.

Section 3: Circle meetings

Circle meetings shall be at the discretion of the individual Circles and scheduled as soon as possible after the monthly Guild board meetings in order to share updates with members.

Section 4: Emergency meetings

Emergency meetings of the Guild board or Executive board may be called at the President's discretion.

ARTICLE IX

Financial Administration

Section 1: Fiscal Year

The fiscal year shall begin on July first with the year ending June 30th. The Executive board at the conclusion of the year shall leave a sum of money in the Guild treasury equal to the outstanding obligations plus the operating expenses for the membership registration for the upcoming year. Membership Annual Dues are the same for all members of the Guild; Regular and St. Vincent de Paul. This nominal amount will be based upon the administrative overhead determined by the Board to remain fiscally stable.

Section 2: Parish Donation

Each year, the Guild shall present to the Pastor a donation to the parish with a list of suggestions for disbursement. The amount of the donation shall be based on available Guild funds less amounts needed to conduct Guild business. The Parish gift/donation will be presented at the "End of the Year" meeting in June.

Section 3: Financial Reports

Each month, the Treasurer shall present to the Executive board a financial report to date. An electronic copy should go into the Treasurer's file.

Section 4: Parish Emergency Fund

In the event of a Parish emergency, the Guild shall consider an emergency request for funds. Such emergency matters shall be voted upon as soon as possible by a quorum of the Guild board, at which time the Board may vote to set up an emergency fund.

ARTICLE X

Woman of the Year

The name of this designation shall be The Guild of St. Mary's Woman of the Year.

Each year the Guild honors one of our members with the Woman of the Year Award at the Spring Mass & Luncheon. This award recognizes a member of the Guild who has shown exceptional service and dedication to the church and the community. It is given to a woman who is an inspiration for all of us as she models faithfulness to God and the virtues of humility, generosity, and compassion.

Section 1: Nominations

The President shall send out a request for nominations to all Guild members at least three months in advance of the Spring Luncheon. Members will have at least a month to submit their nominations. Nominations must be submitted by the expressed deadline. Each year, considerations from the past year nominations may be considered again for nomination.

All nominations must be submitted to the Pastor for approval.

Women available for nomination:

- Current members, Sustaining members, or past Guild members
- Current Executive Board members are EXEMPT from nomination.

Section 2: Voting

The President shall create a Nomination Report that includes all the nominations submitted for all members to read and consider.

The President shall create a ballot from the nominations submitted to send to all members of the Guild.

Each member of the Guild will have one vote, electronic or written submitted to the President of the Guild by a specific due date. Each of the Circles will have one vote towards the Woman of the Year. The Circle members' votes will be tallied towards the Circle's vote. Each Circle regardless of membership size and total voting population will submit one vote from their majority votes. The Sustaining members' votes will be tallied as one vote for the Sustaining member pool.

The Woman of the Year honor will be bestowed upon the woman with the highest number of Circle votes.

This will remain a highly confidential process to protect the dignity and grace of all women nominated.

ARTICLE XI

Guild Activities, Events, and Ministries

Guild Activities, Events, and Ministries are subject to change as the needs of the Parish change. (see appendix - updated annually)

Section 1: Guild Activities and Events

The Guild Activities and Events will be determined the year prior in the Spring depending on the needs of the Parish, Circle commitment to serve, capacity to organize the activity, and member volunteers available to serve. The Vice President of Activities and Events will support this effort.

Section 2: Bereavement Ministry - Funeral Luncheon

The Funeral Luncheon Coordinator will contact the Circle representative to request a couple of members to hostess a funeral luncheon at the parish center. They will be given the date and time of the lunch and the approximate number of guests. The Circle members will also be given the name of the deceased and any other family names.

Section 3: Wedding Ministry

The Wedding Ministry Coordinator will contact the Guild if assistance is requested. Any Guild member may reach out to volunteer for the Wedding Ministry.

ARTICLE XII

Voting Powers

All members of the Guild Board shall have voting powers. Each Circle constitutes one vote towards the majority regardless of the number of women serving in that circle.

Section 1: Quorum

Robert's Rules of Order defines a quorum as the minimum number of members who must be present at a properly called meeting in order to conduct business in the name of the group. The quorum consists of a simple majority of the members present necessary to constitute a decision.

Section 2: Electronic Voting

Voting can be held by electronic ballot, email, or web-based process. It need not be in person during a meeting to reach an in-person quorum.

ARTICLE XIII

Amendments

The Guild bylaws may be amended at any Guild Board meeting by a vote of the voting members present after notice has been provided at the previous Board meeting. The bylaws should be continuously amended to reflect the procedures of the group.

ARTICLE XIV

Rules of Order

The rules contained in Robert's Rules of Order shall govern the Guild of St. Mary in all cases in which they are applicable and in which they are consistent with the rules of this organization.

Approved Amendments November 2nd, 2022.

Approved Amendments April 5th, 2023.

Approved Amendments April 10rd, 2024.

Appendix

2022/2023 Activities, Events, and Ministry

October Rosaries	St. Genevieve and St. Catherine of Sienna
All Souls Day Service	St. Elizabeth
Christmas Sharing Tree	St. Gianna and St. Gwendoline
Christmas Tea	St. Agnes
Christmas Tea Boutique	St. Gianna and St. Gwendoline
Christmas Tea Cookie Walk	St. Francis and St. Rose
Baby Jesus Birthday	St. Colette
Advent Wreath Blessing	St. Genevieve
Easter Sharing Baskets	St. Gerard
Senior Citizen Luncheon	St. Maria Goretti
Spring Mass and Brunch	St. Jude and St. Rita
Baptismal Celebration	Guild
Memorial Masses	St. Elizabeth
Donut Sundays	All Circles
PADS	All Circles
Funeral Luncheon	Lead: Judi Turner
Wedding Ministry	Lead: Cecee Reagan

2023/2024 Activities, Events and Ministry

October Rosaries St. Genevieve and
St. Catherine of Sienna

All Saints Day Service All Guild -St. Vincent de Paul and New Members

All Souls Day Service St. Elizabeth

Christmas Sharing Tree #1 St. Gianna

Christmas Sharing Tree #2 St. Catherine of Sienna
and St. Agnes

Christmas Tea St. Agnes

Christmas Tea Boutique St. Gianna

Christmas Tea Cookie Walk St. Francis and St. Rose

Baby Jesus Birthday St. Colette

Advent Wreath Blessing St. Genevieve

Easter Sharing Baskets St. Gerard

Senior Citizen Luncheon St. Maria Goretti

Spring Mass and Brunch St. Rita

Baptismal Celebration St. Elizabeth

Donut Sundays All Circles

2024/2025 Activities, Events and Ministry

October Rosaries

All Souls Day

Christmas Sharing Tree

Christmas Tea

Christmas Tea Boutique

Christmas Tea Cookie Walk

Baby Jesus Birthday

Advent Wreath Blessing

Easter Sharing Baskets

Senior Citizen Luncheon

Spring Mass and Brunch

Baptismal Celebration

Donut Sundays

All Circles / Guild

Funeral Luncheon

Lead: Judi Turner

Wedding Ministry

Lead: Cecee Reagan