

CONSTITUTION OF THE LADIES OF SACRED HEART OF JESUS CATHOLIC CHURCH

Article I – Name

This organization shall be known as the Ladies of Sacred Heart of Jesus Catholic Church, and herein shall be referred to as “LOSH.”

Article II – Objective

The purpose of this organization is to unite the women of Sacred Heart of Jesus Catholic Church, in spiritual, social, and philanthropic activities beneficial to LOSH, the Parish and the community.

Article III – Membership

- Section 1 - The membership of this organization is open to women of this Parish and others in the community who wish to be part of LOSH.
- Section 2 - The membership may be divided into guilds. Each guild shall choose a member to serve as captain. LOSH members who choose not to belong to a guild will be known as honorary members.

Article IV – Dues

- Section 1 - LOSH annual dues will be set by the LOSH Board and be payable by June 1.
- Section 2 - New members who join LOSH, or a guild, between May and December 31, shall pay LOSH dues. New members joining between January 1 and May 1 are exempt from paying LOSH dues, but may be required to pay guild dues.
- Section 3 - Honorary members shall be identified by the President or guild captains and shall not be required to pay LOSH dues.
- Section 4 - The amount a guild charges as dues is at the discretion of each guild.

Article V – Officers

- Section 1 - The officers shall be President, Vice-President, Secretary, Financial Reporter and Treasurer.
- Section 2 - All officers shall be elected for a term of one year and may be elected for a second term.
- Section 3 - The Vice President is to succeed the President.
- Section 4 - Past officer(s) may be available to the active officer(s) in an advisory capacity.
- Section 5 - An officer must be a Catholic member of Sacred Heart of Jesus Catholic Church.

Article VI – Executive Committee and LOSH Board

The President, Vice-President, Secretary, Financial Reporter and Treasurer shall constitute the Executive Committee and have the power to act in emergencies. The LOSH Board shall consist of the elected officers and guild captains.

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Article VII – Amendments

The Constitution and Bylaws may be amended at any general meeting by a two-thirds (2/3) vote of the members present, provided the proposed amendment(s) has been presented to the LOSH membership at the previous meeting.

A Constitution/Bylaws Review Committee shall be convened every other year or as necessary.

**BYLAWS OF THE
LADIES OF SACRED HEART OF JESUS CATHOLIC CHURCH**

Article I – Meetings

- Section 1 - General meetings shall be held on the second Monday of the month. LOSH general meetings will not be held in June, July and August.
- Section 2 - Special meetings may be called by the President.
- Section 3 - Meetings of the LOSH Board shall be held on the first Monday of the month, except in September, which will be on the first Tuesday of September.
- Section 4 - Voting:
- a. Voting at a general meeting shall be confined to members present. A simple majority is required except when amending the LOSH Constitution or Bylaws (see Constitution, Article VII).
 - b. Voting at a board meeting shall be confined to members present. The Vice-President, Secretary, Financial Reporter, Treasurer and one representative from each guild may vote. In the event of a tie, the President will cast the deciding vote.

Article II – Committees

- Section-1 - Budget Committee:
The Financial Reporter and/or the Treasurer shall serve as-chair/co-chair of the Budget Committee. Other members shall include the President, the past-President, a previous Treasurer and at least one member-at-large. The budget for the annual year shall be presented to the board and general membership at the September board and general meetings.
- Section 2 - Funds Distribution Committee:
- a. The chairlady and committee members at large shall be appointed by the President. In addition, the Financial Reporter or Treasurer shall serve as a committee member.
 - b. The committee shall be responsible for recommending excess funds distributions to charitable organizations serving women and children within the community. The list of organizations and recommended funds shall be presented for approval at the board and general meetings on a date determined by the Board, but no later than May 15.
- Section 3 - The Communications Committee creates awareness of LOSH activities and events. If requested, the committee may assist fundraising event subcommittee(s) in publicizing fundraising events.
- Section 4 - The Fund Raising Committee is responsible for creating, executing and publicizing opportunities to raise funds for LOSH operating expenses and charitable distribution. The committee will establish subcommittees to execute individual fundraising events.

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- Section 5 - Funeral Committee:
Upon the death of any parishioner, and following a funeral or memorial service, at the request of the family, a reception may be hosted by the scheduled guild on parish property. The Funeral Committee shall be responsible for notifying the guild when it is their responsibility to host a reception. At the funeral of a LOSH member or her spouse, and with the consent of the family, LOSH will present flowers to the Blessed Mother.
- Section 6 - Nominating Committee:
a. Shall prepare a list of candidates willing to serve as officers on the Executive Committee for the upcoming year.
b. Shall present the slate of candidates to the Board at the March board meeting and shall announce the slate to the membership at the March general meeting. Voting takes place at the April general meeting.
- Section 7 - The Philanthropic Committee works to identify and support organizations and causes in the greater community.
- Section 8 - The Social Committee works to create opportunities for fellowship within LOSH and the community.
- Section 9 - The Spiritual Life Committee works to enhance the spiritual life of LOSH members and the community.
- Section 10 - Committee chairladies shall be confirmed by the President and may attend board meetings, but are not considered board members.
- Section-11 - All committees shall submit an annual report to the President summarizing their work, expenses and results. The chairlady of a committee involved in raising funds shall submit a report within 30 days after an event detailing the committee work, expenses and income.
- Section 12 - Committee reports shall be posted on the LOSH website.

Article III – Nominations and Elections

- Section 1 - In January the President shall appoint a Nominating Committee. Members of the Executive Committee are not eligible to serve on the Nominating Committee.
a. A candidate for office must be a Catholic member of Sacred Heart of Jesus Catholic Church.
b. The Nominating Committee shall submit a list of candidates to the board at the March board meeting, and to the general membership at the March general meeting.-
c. Nominations may be made from the floor.
d. No one may be nominated whose consent to serve has not been obtained.
- Section 2 - When there is only one candidate for an office, voting may be done by voice; if more than one, by ballot. The election will be held during the April general meeting.
- Section 3 - New officers shall be installed at the May general meeting. The Parish Priest and/or a board member shall conduct the installation of officers. New officers shall assume duties on July 1.
- Section 4 - With the approval of the board, the President shall approve a vacancy in office.

Article IV – Duties of Officers

- Section 1 - The President:
- a. Shall preside at all meetings and be an ex-officio member of all committees except the Nominating Committee.
 - b. Shall confirm chairladies of all committees.
 - c. Shall hold a board meeting monthly before the general meeting.
 - d. Shall attend Parish Life meetings or send a representative in her absence.
- Section 2 - The Vice President:
- a. Shall perform all duties of the President in the event of her absence.
 - b. Shall arrange for monthly programs whenever possible. No solicitation-type program shall be allowed.
 - c. Shall succeed the President the following year.
 - d. Shall serve as Parliamentarian.
 - e. Shall serve on the Budget and the Funds Distribution Committees.
 - f. May perform a review of the financial records of the Financial Reporter/Treasurer as needed or requested.
- Section 3 - The Secretary:
- a. Shall be responsible for the minutes of general and board meetings.
 - b. Shall maintain all non-financial written and digital records and make them available to the LOSH membership.
 - c. Shall attend to correspondence.
- Section 4 - The Financial Reporter:
- a. Shall be responsible for recording financial transactions, reconciling monthly statements and preparing reports based on documentation provided by the Treasurer.
 - b. Shall retain possession of the LOSH laptop and financial records, as well as other LOSH records to be stored on the LOSH laptop and shall maintain the LOSH accounting record notebook.
 - c. May arrange for periodic review of the accounting record notebook by the Vice President, or other specified person, and shall arrange for an annual review by a qualified third party.
 - d. Shall make available a monthly report for the Board and General meetings.
 - e. Shall serve as chair or co-chair of the Budget Committee.
 - f. Shall serve as a member of the Funds Distribution Committee, providing historical data, records, and guidance as necessary.
- Section 5 - The Treasurer:
- a. Shall be responsible for collection, deposit and disbursement of funds.
 - b. Shall provide copies of all monthly transactions to the Financial Reporter on a scheduled basis.
 - c. Shall serve as chair or co-chair of the Budget Committee.
 - d. Shall provide support and training for Guild Treasurers, as needed, and shall conduct a training session at least once annually.
 - e. Shall serve as a member of the Funds Distribution Committee, providing historical data, records, and guidance as necessary.

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Section 6 - Officer and committee reports must be delivered to the new Executive Committee within 30 days following the May general meeting.

Article V – Rules of Order

Robert's Rules of Order may be used as the authority for parliamentary procedure for all meetings.

Submitted for amendment on March 8, 2021, by the Ad Hoc Constitution and Bylaws Review Committee: Patty Dublin, Chairlady, Sheila Harrison and Mary Ann Dale, members-at large, Kathy Clark, Vice-President, Susan Harrell, Treasurer, and President Liz Edwards, ex-officio member

Adopted by the LOSH general membership on April 12, 2021, by a majority vote.