

THE WOMEN OF ST. PETER'S CHURCH  
BYLAWS

I. NAME

This organization shall be known as the Women of St. Peter's Church of Kansas City, Missouri ("Women of St. Peter's").

II. PATRON

The Patroness of the Women of St. Peter's shall be the Blessed Virgin Mary under the title of "Mary, Mother of God".



III. MISSION

It is the mission of the Women of St. Peter's to promote the spiritual life of the women of the parish, to promote true Christian charity, the love of God, our neighbor, and Christian family life, to foster love for the house of God and to labor for its care and adornment.

IV. MEMBERSHIP

Membership is open to all adult women of St. Peter's Church.

V. DUES

Members shall pay dues annually, which dues amount shall be recommended by the Executive Board and approved by the general membership. The membership year runs from July 1 – June 30.

VI. EXECUTIVE BOARD

Section 1. The Executive Board shall be advised by the Pastor or a priest appointed by the Pastor, and shall consist of: President, Vice-President, Secretary, and Treasurer.

Section 2. The President shall be elected for a term of one year. She shall establish meeting dates and agendas; preside at the general membership meetings and all Board meetings; see that the rules and regulations of the Women of St. Peter's are carried out; appoint Standing and Ad Hoc Committees; and call

a meeting of the Board before August 1st to make plans for the year. She may call Executive Board meetings as needed.

**Section 3.** The Vice President shall be elected for a term of one year and shall assist the President and serve as the Spiritual Advisor. She will work in conjunction with the Special Events/Program Chair and other Parish committees to plan spiritual growth and development events and opportunities for the membership. The Circle leaders and the DCCW Representative shall report to the Vice President. She shall chair the annual Bylaws Review Committee.

**Section 4.** The Secretary shall keep minutes of the proceedings of all Executive Board and general membership meetings and distribute them as appropriate. She shall also be responsible for sending all necessary correspondence, such as cards of condolences, get-well, and thank you notes.

**Section 5.** The Treasurer shall develop the annual budget with the President and Vice President; she shall present the budget for approval at the first general membership meeting of the year; shall receive all income of the Women of St. Peter's; and pay bills authorized by the Executive Board. She shall give a report at every Board and general membership meeting, and shall close the books as soon as possible after June 30. Records shall be provided to the Chair of the Parish Finance Committee or other Finance Committee member during the months of July/August, and that individual will audit the financial records and provide a short report of their audit to the President and Treasurer.

**Section 6.** An officer cannot serve in the same position for more than two consecutive years. A vacancy in any office because of death, resignation or for any other reason shall be filled for the unexpired portion of the term by a nominee put forth by the Executive Board and approved by the general membership.

## VII. Appointed Board Members

**Section 1.** The Communications Chair is responsible for emailing meeting notices, quarterly newsletters and bulletin announcements. She also establishes and maintains the Women of St. Peter's social media presence including information about the Women of St. Peter's on the parish website.

**Section 2.** The Membership Chair shall coordinate membership registration and maintain a current digital membership directory. She shall send welcome notes to all new Women of St. Peter's Church. She shall also prepare or maintain a membership brochure about the Women of St. Peter's.

**Section 3.** The Meeting Coordinator Chair will work and coordinate closely with the Special Events/Program Chair. The Meeting Coordinator Chair (together with any committee she may appoint) will be responsible for reserving the room for all general membership meetings and coordinating refreshments, room set up and clean up. She will be responsible for coordinating drives such as the collection of paper product donations.

Section 4. The Special Events/Program Chair will work and coordinate closely with the Meeting Coordinator Chair to provide membership enrichment and fellowship opportunities at general membership meetings as needed. The Special Events/Program Chair (together with any committee she may appoint) will be responsible for coordinating and overseeing any special events for members as generally planned and agreed upon by the Board.

Section 5. Beautification and Linen Chair shall maintain scheduling of church cleaning and linen cleaning and ironing. She shall also schedule bi-annual church cleaning.

#### VIII. THE BOARD

Section 1. The Board shall consist of the Executive Board and the Appointed Board.

Section 2. The Board shall meet as needed, generally prior to each general membership meeting.

Section 3. The Board shall maintain the minimum balance necessary in the bank account of the Women of St. Peter's to qualify for free checking and ensure a balance of at least \$1,000.00 at the end of the term.

Section 4. Requests for altar enhancements will be received from the Pastor. The Board will determine if the request is appropriate and feasible for the Women of St. Peter's to purchase and must be approved by the general membership.

#### IX. MEETINGS

Section 1. There shall be four general membership meetings each year. A quorum of general membership shall be fifteen, five of whom shall be members of the Board.

Section 2. The annual meeting and installation of Executive Board members shall be the 4<sup>th</sup> general membership meeting of the year; which generally takes place in May.

Section 3. The President or Vice President has the authority to cancel a meeting in an emergency.

#### X. NOMINATION AND ELECTION OF EXECUTIVE BOARD

Section 1. **NOMINATIONS:** A Nominating Committee shall be formed annually in February and shall be composed of 3 members, chaired by the immediate Past President of the Executive Board, who will choose two other members from the current membership. If the immediate Past President is unavailable

for any reason, the most recent Past President who is available shall chair. The Nominating Committee shall present a slate of officers first to the Board, followed by Pastor's approval, and then to the members for a vote at the 3rd general membership meeting. Nominations from the floor may be presented with consent from the nominee and approval by the Pastor.

Section 2. **ELECTION**: The Executive Board of the Women of St. Peter's shall be elected annually at the 3rd general membership meeting. They shall serve for one year beginning at the end of the 4th general membership meeting. They shall be elected by a simple majority vote and a ballot will be used in the event of more than one nominee per office. If there is only one nominee for each board position, the election may be *viva voce*.

Section 3. **INSTALLATION**: Installation of the elected officers shall be at the 4th general membership meeting.

## XI. REPORTS AND RECORDS

End of year reports and permanent records must be submitted to the President at the last Executive Board meeting. These will be given to the newly elected officers at the installation.

## XII. AFFILIATIONS

Section 1. The Women of St. Peter's shall be affiliated with the National Council of Catholic Women ("NCCW") and the Diocesan Council of Catholic Women (DCCW).

Section 2. The Women of St. Peter's shall send a delegate or alternate to the DCCW meetings. The delegate shall act as a liaison between the DCCW and the Women of St. Peter's and shall report to the Vice President.

Section 3. The President, Vice President or DCCW delegate may be sent to the NCCW convention. A portion of the convention expenses may be paid by the Women of St. Peter's, the amount to be determined by the Executive Board.

Section 4. The DCCW delegate is invited to attend all Board meetings as a non-voting member.

## XIII. SPIRITUAL BENEFIT

Once a month, a Mass shall be offered for living and deceased members of the Women of St. Peter's.

## XIV. CIRCLES

Section 1. A Circle is a group of women who gather together to recite the rosary, engage in spiritual discussions, or conduct spiritual works of charity or care.

Section 2. A Circle shall be officially organized, be given a name, and accepted by the Women of St. Peter's at a general membership meeting. Additional circles may be formed at any time and their existence should be submitted to the general membership for recognition and acceptance.

Section 3. It is suggested that Circles meet once a month, or a minimum of nine meetings per year. Attendance at a Circle meeting is open to all women of the parish.

Section 4. Each Circle should designate a leader or leaders within it to organize and plan its meetings. The leader(s) are invited to attend all Board meetings as a non-voting member and may make reports to the general membership whenever appropriate.

#### XV. AMENDMENTS

These bylaws may be amended at any general membership meeting of the Women of St. Peter's by a two-thirds vote, provided thirty days previous notice of the proposed amendment is given. At a minimum, the bylaws will be reviewed annually and a report presented to the Board by the Bylaws Review Committee. The Bylaws Review Committee shall consist of the following: the Vice President and two other members.

Membership Approval: November 24, 2018

Effective Date: July 1, 2019