

The Catholic Women's Guild of The Holy Infant Church
Orange, Connecticut

BY-LAWS

Revision Approved May 13, 2025

ARTICLE I: NAME

Section 1: The name of this society shall be THE CATHOLIC WOMEN'S GUILD OF THE HOLY INFANT CHURCH, Orange, Connecticut.

Section 2: The pastor of the parish or another priest appointed by the pastor shall be the chaplain of the Guild, and all activities of the Guild shall be in accordance with the rules and regulations of the parish and of the Archdiocese of Hartford.

ARTICLE II: OBJECTIVES

The objectives of this society are to promote Catholic action in our community and to assist the pastor in promoting the welfare of the parish.

ARTICLE III: MEMBERSHIP AND DUES

Section 1: All Catholic women residents of Orange and surrounding towns, 18 years of age and over, who are interested in the objectives for which this society is organized may become active members upon payment of the dues as provided for in Section 2 of this article.

Section 2: The annual dues will be determined by the Executive Board and are subject to approval by the membership. Dues are payable at the Membership Tea but will be accepted during the current year.

ARTICLE IV: OFFICERS AND THEIR ELECTION

Section 1: The officers of this Guild shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, and a Treasurer. The term of office for all officers shall be two years and each officer may succeed herself for up to four years.

Section 2: No person shall be eligible for the office of President who has not been a member of the Executive Board within the past five years.

Section 3: In February, the President and the Executive Committee will select a nominating chairperson from the Executive Board. She shall select two members who have been active in the Guild for at least one year and two additional members who shall be nominated from the floor. Following the report of the Nominating Committee at the annual election, nominations for officers may be made from the floor, provided the consent of the nominee has been secured.

The privilege of holding office shall be limited to members in good standing who have an active interest and a willingness to assume full share of the responsibility for the work of the Guild and to attend all meetings.

Section 4: Elections shall be held at the April meeting. The duties of office shall be assumed at the installation of officers in May.

Section 5: Elections shall be by ballot when there is more than one nominee for an office.

Section 6: In the event of a vacancy in the office of President, the Vice-president shall become President. In the event of a vacancy in any other office, the President shall appoint a member to fill the vacancy for the remainder of the term.

ARTICLE V: DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the Guild and of the Executive Board and shall be a member ex-officio of all committees except the Nominating Committee. She shall appoint special committees and shall perform any parish activity that may be requested of her.

Section 2: The Vice –president shall act as an aide to the President and shall perform the duties of the President in her absence and shall be Chair of the Budget Committee.

Section 3: The Recording Secretary shall take minutes at the executive board and full membership meetings of the Guild. She shall send copies of these minutes to the President one week following the meeting. Minutes will be distributed to all members at least one week before the next meeting. If the Recording Secretary is not present at a meeting, someone shall be appointed to record the minutes in her stead. She shall contact Executive Board Members before all meetings.

Section 4: The Corresponding Secretary shall conduct the correspondence of the Guild and the sending of social cards.

Section 5: The Treasurer shall receive all monies of the Guild, shall keep an accurate record of all receipts and expenditures, and shall approve funds to be paid out only upon receipt of an invoice and an Authorization Form from a committee member. These materials shall be kept by the Treasurer with the financial records and placed on file for the Auditor.

The Treasurer shall present a statement of accounts at every Guild meeting and at other times when requested by the Executive Committee. At the end of the fiscal year, which is May 31st, the Treasurer shall have the books audited and presented to the new Treasurer within forty-five days.

The Auditor shall be a qualified person chosen by the Guild Chaplain.

Qualified advances may be authorized by the President and /or the Executive Committee.

The Pastor is the signee for all Bank Accounts.

Section 6: BUDGET COMMITTEE

The Budget Committee shall propose a budget of expenses for the forthcoming year at the October meeting. This budget shall include a minimal balance of \$1000.00 as a carry over for the succeeding year. This budget shall be presented to the membership for approval. Members of this committee will be the Vice –president, who shall act as Chair, the President, the Treasurer, and the Recording Secretary.

Section 7: The Executive Committee shall prepare an annual report for the Parish outlining the activities of the Guild for the past year.

ARTICLE VI: MEETINGS

Section 1: A meeting of this Guild shall be held on the second Tuesday of each month unless otherwise authorized by the Executive Committee. All Guild members are welcome to attend meetings. In the event of inclement weather, a particular meeting may be cancelled instead of postponed. A meeting date may be changed providing seven days notice has been given

to the membership. The Executive Committee may call an unscheduled meeting by giving three days notice.

Section 2: Five members of the Executive Board of the Guild shall constitute a quorum.

Section 3: The following shall constitute the business and procedure at regular meetings of the Guild:

Call to Order	Committee Reports
Prayer	Unfinished Business
Attendance Record	New Business
Minutes of Preceding Meeting	Adjournment
Corresponding Secretary's Report	Closing Prayer
Treasurer's Report	

ARTICLE VII: EXECUTIVE COMMITTEE AND EXECUTIVE BOARD

Section 1: The Executive Committee shall consist of the Officers of the Catholic Women's Guild of the Holy Infant Church.

Section 2: The Executive Board shall consist of the Executive Committee, the Pastor, and the Chairs of the Standing Committees.

Section 3: The duties of the Executive Board shall be to transact necessary business between Guild meetings, to approve the plans of work of the Chairs of the Standing Committees, and to present a report at the meetings of the Guild.

Section 4: Special meetings of the Executive Board may be called by the President or by a majority of the Board.

Section 5: The previous President shall be an ex-officio member of the Executive Committee in the capacity of a counselor.

ARTICLE VIII: DUTIES OF STANDING COMMITTEES

Section 1: There shall be such Standing Committees created by the Executive Board as may be required to promote the objectives and interests of the Guild. The Chairs of the Standing Committees shall be appointed by the newly elected President prior to the September Meeting. The term of office for all Chairs shall be one year and each Chair may succeed herself.

- Section 2: The Chairs of all Standing Committees shall present a plan of work to the Executive Board and no work shall be undertaken without the approval of the Executive Board.
- Section 3: **WAYS AND MEANS COMMITTEE**
The Ways and Means Committee shall have the responsibility of raising all monies, aside from dues, with the aid of sub committees for each event or project and the membership.
- Section 4: **CATHOLIC ACTION COMMITTEE**
The Catholic Action Committee shall plan and organize the spiritual activities of the Guild. They shall visit area convalescent centers.
- Section 5: **ALTAR/FLOWER COMMITTEE**
The Altar/Flower Committee shall take charge of the general upkeep and decoration of the Sanctuary, Altar, and the Church.
- Section 6: **MEMBERSHIP COMMITTEE**
The Membership Committee shall have the responsibility of securing new members. The Chair shall keep an accurate and up-to-date list of Guild members. The Membership Tea shall also be the responsibility of this committee.
- Section 7: **PUBLICITY COMMITTEE**
The Publicity Committee shall prepare all publicity required by the Guild.
- Section 8: **PROGRAM COMMITTEE**
The Program Committee shall supply educational, spiritual, and social programs for both the Guild meetings and other events, such as the Communion Breakfast.
- Section 9: **HOSPITALITY COMMITTEE**
The Hospitality Committee shall recruit members to supply refreshments for the Guild meetings. They shall also keep the Guild closet in order and purchase supplies as needed.
- Section 10: **BAPTISMAL GOWNS**
The Baptismal Gown Committee shall be responsible to prepare an ample supply of Baptismal gowns for the parish.

Section 11: COMMUNICATION COMMITTEE

The Communication Committee shall contact Guild members as needed to support activities undertaken by the Guild.

Section 12: SCHOLARSHIP COMMITTEE

The Scholarship Committee shall be responsible for preparing and presenting scholarship application materials, reviewing the applications received, and selecting the recipients for all scholarships to be given by the Guild. No members of the Selection Committee can be a relative of an applicant.

Section 13: BY-LAWS COMMITTEE

The By-Laws Chair shall select a committee of three members to review the By-Laws in the event of a proposed change. The bylaws should be reviewed at least every five years.

ARTICLE IX: DEATH OF A PAST PRESIDENT

In the event of the death of a Past President, the Guild shall be represented at the funeral and the honor guard shall be comprised of the current President and available Past Presidents.

ARTICLE X: BY-LAW AMENDMENTS

These By-Laws may be amended at any meeting of the Guild by a two-thirds vote of the members present provided a public notice of the proposed amendments is given to the members at least one month before the vote.

By-Law Chair : Donna Wesolowski

By-Law Committee: Lucille Camera

Margaret Siena

Maureen White