CONSTITUTION AND BYLAWS of LADIES OF ST. ANDREW

Adopted February 5, 1942
Revised 1960; 1974; May 5, 1980; August 7, 2023

CONSTITUTION

SECTION 1: The ladies' organization of the parish shall be called Ladies of St. Andrew.

SECTION 2: The purpose of this organization shall be:

a. To dedicate our works and endeavors to the Blessed Virgin Mary, the Queen of heaven and St. Andrew, patron of our parish.

b. The care and maintenance of the sanctuary and the sacristy.

c. To promote the spiritual welfare for living and deceased Ladies of St. Andrew.

d. To provide financial aid to church, rectory, and parish center as stated in the bylaws.

e. To affiliate with NCCW through parish, deanery, and diocesan councils.

SECTION 3: The time and place of the meetings shall be determined by the bylaws.

SECTION 4: All ladies of St. Andrew Parish are included in this organization.

SECTION 5: The elected officers shall be: President, Vice-President, Secretary, and Treasurer. The duties of the officers shall be defined by the bylaws.

SECTION 6: The Reporter shall be an appointive office by the President.

SECTION 7: The Constitution may be amended by prior notice to the general membership and a two-thirds vote of those present at a regular meeting. Notice shall be through the church bulletin and by parish e-mail.

CONSTITUTION AND BYLAWS of LADIES OF ST. ANDREW

BYLAWS

ARTICLE I

SECTION 1: To provide that a Mass be offered on the first Friday of each month for living and deceased ladies of the parish. Stipend to be paid in January.

SECTION 2: The funds of the organization shall be used for:

a. Sanctuary and altar supplies.
b. Mass offerings and special gifts.
c. Kitchen supplies for the parish center and rectory.
d. Works of charity.

ARTICLE II

SECTION 1: All ladies of St. Andrew Parish are included in the organization known as the Ladies of St. Andrew.

SECTION 2: There shall be no dues.

SECTION 3: Each lady will be assigned to a circle with a chair and a co-chair. Each circle is responsible for activities when called upon such as:

a. Facilitating parish social events.
b. Providing light refreshments for the monthly meeting.
c. Providing food for funeral dinners.
d. Providing food as requested for school charity auctions.

SECTION 4: To provide the leadership for the fall dinner and bazaar.

SECTION 5: Any lady of the parish, because of advanced age or illness, who desires to be excused from work activity shall so inform the President or her circle chair and become an honorary member.

ARTICLE III

SECTION 1: The regular meetings shall be held on the first Monday of the month.

SECTION 2: Meetings shall be held in St. Andrew parish center or other designated location.

SECTION 3: There shall be an appropriate opening and closing for each meeting.

SECTION 4: Seven members shall constitute a quorum.

SECTION 5: Special meetings may be called at any time by the President, Vice-President, or any five members. Notification of a “called” meeting shall be given through the church bulletin and by parish e-mail.

ARTICLE IV

SECTION 1: The president shall call meetings to order at the appointed time, shall preside at all meetings, may vote in case of a tie, or when vote is by ballot, shall appoint all committees, and shall have general control of the organization.

Standing committees shall be: Program, Linen, Flower, Funeral Dinner, Visiting/Outreach, Courtesy, and Scholarship.

SECTION 2: The Vice-President shall preside in the absence of the President and be chair of the program committee.

SECTION 3: The Secretary shall keep the records, shall attend to all correspondence, and shall have custody of all papers belonging to the organization.

SECTION 4: The Treasurer shall receive all money, shall deposit all money in the bank designated by the organization, shall pay all bills presented, and make an annual financial report.

SECTION 5: The Reporter shall have the responsibility of placing the meeting notice in the church bulletin, and shall prepare a short summary of each meeting for the church bulletin and parish e-mail.

ARTICLE V

SECTION 1: Officers shall be elected at the November meeting of the odd numbered years for a term of two (2) years. An officer may serve more than one term. The term of office shall be from January 1, following their election through December 31 two years hence. They shall serve until their successor takes office. A nominating committee shall be elected at the October meeting to select a slate of officers.

A vacancy in any office shall be filled by election at the next regular meeting.

SECTION 2: The bylaws may be altered, amended, or repealed at a regular meeting by a two-thirds vote of those present and with prior notice to the general membership in the bulletin and by parish e-mail.

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President

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Date

N.B. The original constitution and bylaws were destroyed on October 20, 1941, when the home of Mrs. Alexander Whitehair, Secretary, was destroyed by fire.