



Snows Women's Auxiliary Parish Bylaws 2015-2016

ARTICLE 1

NAME

*This organization shall be known as the
Snows Women's Auxiliary
Associated with Our Lady of the Snows Church, Reno, Nevada 89509*

ARTICLE II

OBJECTIVES & PURPOSE

1. To promote sociability among members and fellowship among the church's congregation.
2. To promote charitable service to the church with activities each year, such as, but not limited to, money for Christmas cheer, scholarships, help to needy families, donations of clothing, food for the poor and needy, and any other such activity approved by the members.
3. Fundraisers may be arranged to enable the membership to have monies to pay for the organization's activities, along with their annual dues. Snows Women's Auxiliary can also accept donations.
4. To assist in promoting and supporting the members of Snows Women's Auxiliary in conjunction with other *Our Lady of the Snows* groups, including but not limited, to the Knights of Columbus, Council Number 4997.
5. Snows Women's Auxiliary is understood to be a parish sponsored organization.



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ARTICLE III MEMBERSHIP

1. All women of Our Lady of Snows Parish 18 years of age or older are eligible for membership. Ladies with said membership shall hold voting rights.
2. Any member of the Snows Women's Auxiliary, who keeps her dues current, shall maintain her membership.
3. Members whose dues are in arrears for sixty (60) days from start of the New Year shall be suspended, after proper notice by the Treasurer, five (5) days after such notice.
4. Women who are invited to participate in all activities of Snows Women's Auxiliary and who shall hold voting rights and are able to hold office shall include women who:
 - a) Are registered parishioners of Our Lady of Snows Parish or any parish with the Diocese of Reno, who are over 18 years of age, or;
 - b) Are wives of Knights of Columbus Council 4997, or;
 - c) Are mothers/grandmothers of children who attend Our Lady of Snows School;
5. All women are invited to attend Snow Women's Auxiliary meetings/events. However, after the first visit we require that women attending Snows Women's Auxiliary meetings/events pay membership dues according to Article IV below in order to have voting rights.

ARTICLE IV DUES AND FEES

1. Dues for existing members shall be twenty dollars (\$20.00) per year.
2. Prospective members wishing to join may do so by paying the yearly dues or a prorated amount based on the date they join during said fiscal year.
3. The fiscal year of Snows Women's Auxiliary shall begin on **JULY 1st** and end on **JUNE 30th** of the following calendar year.
4. Prospective members who cannot afford dues can notify the treasurer and accommodations can be made.
5. Women who have let their dues lapse, must pay the full amount to be re-instated.
6. Women desiring membership after **OCTOBER 1st** of any year shall pay a prorated amount of a full year's membership due amount.



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ARTICLE V QUORUM

For the purpose of conducting the business of Snows Women's Auxiliary, a quorum shall consist of fifty percent (50%) of the total membership of the auxiliary, or ten (10) members, whichever figure is LOWER.

ARTICLE VI OFFICERS, APPOINTED POSITIONS & ELECTION OF OFFICERS

The elective officers of SNOWS WOMEN'S AUXILIARY shall consist of the following:

President
Vice President
Recording Secretary
Treasurer

Other appointed positions, may be chosen by the President and the Officers such as:

Corresponding Secretary
Sergeant at Arms

1. Nomination and election of officers shall be conducted as follows:
 - i) A nomination committee for officers shall be established by **MARCH**. This committee will contact prospective officers to see if they are interested in assuming the elected positions. Prospective officers cannot be committee members.
 - ii) At the regular meeting in **APRIL**, the nomination committee will put forth the names of members interested in being officers. Nominations may also be taken off the floor on the night of this meeting.
 - iii) No one shall be a candidate whose consent has not been obtained by the nominating committee unless the nomination occurs off the floor.
 - iv) If the nominations result with one nomination for each position then there is no need for a formal vote. The election is decided by acclamation or by unanimous consent.
 - v) Election of the officers shall be conducted at the next regular meeting in **MAY**.
 - vi) If there is more than one name for each office the voting shall be by secret written ballot of the members present. The nominating committee shall tally the votes that night and give the results at the meeting.
 - vii) Elected officers shall assume duties in **JULY**.
 - viii) No vacancy created by the resignation of an elected officer can be filled until such resignation has been submitted in writing and accepted by the President.
 - ix) Vacancies occurring in the above named offices, either by resignation, etc., shall be filled by the majority vote of the members present at the next meeting following the vacancy. Such person, or persons, thus appointed, shall hold the office until the next regular election.



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ARTICLE VII DUTIES OF ELECTED OFFICERS

1. The **President** shall preside at all meetings, set meetings dates and times, and shall appoint and be a member ex-officio of all committees. She can deposit monies to the Parish office and can request monies for the Snows Women's Auxiliary checking account from the Parish Business Manager. Also, she must approve draws/check requests and transfers that bear the name of the Treasurer as the "requester" of the transaction.

2. The **Vice-President** shall preside in the absence of the President and shall perform tasks that are coordinated with the President. She shall issue all notices and keep a current roster of the membership with contacts (phone number, home address and email). If she is acting President, she can deposit monies to the Parish office and can request monies for the Snows Women's Auxiliary checking account from the Parish Business Manager. She shall schedule Officer's Meetings. She shall keep a roster of required classes for membership (i.e. "Protecting God's Children", etc.).

3. The **Recording Secretary** shall keep the minutes of each meeting and taking role. Copies shall be distributed by email. Meeting minutes shall be approved at the following meeting. She shall be custodian of all documents pertaining to her office and conduct the correspondence of the Auxiliary.

4. The **Treasurer** shall keep a current list of members who have paid dues and fees. She shall notify delinquent members, keep a record of all accounts of receipts and expenditures, receive and then deposit monies belonging to Snows Women's Auxiliary to the Parish Office; shall request monies for the Snows Women's Auxiliary checking account, to cover disbursements approved as voted upon by Snows Women's Auxiliary for special events, or for reimbursement to members, from the Parish Office. She shall report the account balance at the monthly meeting. Account reconciliation will be part of the meeting minutes for the months of July and January for approval by the members.

ARTICLE VIII DUTIES OF APPOINTED POSITIONS

1. The **Corresponding Secretary** shall send "thank you", "get well", etc. cards to recipients as voted on by the membership.

2. The **Sergeant at Arms** will generally assume the duties of Monthly Meeting Coordinator. This shall include setting up the room for general meetings and clean up.



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ARTICLE IX FINANCIAL ACCOUNTS

1. Snows Women's Auxiliary monies shall be held as a separate line item in the Our Lady of the Snows Parish Bank account. A checking account will be maintained by Snows Women's Auxiliary for a portion of those funds as needed. Use of the funds is governed by the Funds Management Procedures. Any monies received by Snows Women's Auxiliary shall be turned over to the Parish Office.
2. The Treasurer and President have the ability to request monies from the Parish Office for deposit into the checking account of Snows Women's Auxiliary.
3. The Treasurer and President have the ability to make deposits to the Parish Office.
4. Should Snows Women's Auxiliary dissolve, the monies of the bank accounts held by Snows Women's Auxiliary shall be distributed to charitable organizations determined by a majority vote of the current officers and/or members present.
5. Any committee wishing to spend monies needs to establish and present an estimated budget prior to committing funds. This budget needs to be voted on and approved by the membership.

ARTICLE X MEETINGS

1. Regular monthly meeting of Snows Women's Auxiliary shall be held on the day of each month, time and place to be designated by the President. The Recording Secretary shall notify members of the meeting minutes prior to the next meeting via email of the previous meeting's events.
2. Annual installation of the officers shall be held in **JULY**.
3. Members are asked to attend meetings and actively participate in the fellowship of the group and its activities.
4. *Robert's Rules of Order* shall govern in the conduct of meetings of Snows Women's Auxiliary so far as applicable.

ARTICLE XI BY-LAWS

1. The By-Laws may be amended by a majority vote of the members in regular meetings assembled, providing that the proposed amendment is submitted to the officers, in writing, in petition form, thirty (30) days before the date of the next regular meeting, at which it is desired such amendment to be voted upon.



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2. When these By-Laws are amended the changes shall be listed in Article XII "Amendments" in a brief format with the date of the change. Each page shall contain an effective date of the revised By-Laws.

ARTICLE XII
ORDER OF BUSINESS

As applicable for each meeting:

1. Call to Order
2. Opening Prayer
3. Roll Call of Officers
4. Introduction of Visitors
5. Approval of Minutes of Previous Meeting
6. Reading of Communications and Bills
7. Treasurer's Report
8. Reports of Committees
9. Old Business
10. New Business
11. Program
12. Adjournment
13. Intentions
14. Closing Prayer

ARTICLE XIII
AMENDMENTS

(None at this time.)

ARTICLE XIV
OFFICIAL APPROVAL AND INCEPTION

These By-Laws are hereby approved and instituted by SNOWS WOMEN'S AUXILIARY.

Approved and adopted by membership on the _____ day of _____, 20____.

President



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Attest:

Secretary

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT