



## **OUR LADY OF LEBANON MARONITE CATHOLIC CHURCH LADIES GUILD BYLAWS**

### **Article I - Name**

The name of this organization shall be known as the **Our Lady of Lebanon Ladies Guild**.

### **Article II - Spiritual Advisor**

The Pastor/Administrator of Our Lady of Lebanon Maronite Catholic church shall be the Spiritual Advisor of the Ladies Guild. It shall be within the province of the Spiritual Advisor to set aside any action of the Ladies Guild that is in the judgement contrary to the best interest of the parish.

### **Article III - Objectives**

- Portray the motherly image in the church by honoring Virgin Mary, Mother of God.
- Reach out to the women of Our Lady of Lebanon Church and bring them closer together in a spiritual, cultural, and social fellowship while promoting the development of our faith and the values of our ancestors.
- Encourage the spiritual growth of each member and enhance their prayer life.
- Care for those in need of shelter, food, and affection.
- Offer prayers for those in need of prayers.
- Welcome new parishioners; offer them love and support and leave them with a sense of belonging.
- Develop respect for differences and create an atmosphere of sisterhood and friendship.
- Participate in raising funds for the sole purposes of Our Lady of Lebanon Church to support its community and the community at large.

#### Article IV - Membership

1. Any adult active woman member in good standing of Our Lady of Lebanon Church who desires to join and who would further the interests and goals of the Ladies Guild shall be eligible for membership in this organization.
2. Active members of the Ladies Guild shall have one vote and be eligible to run for the Ladies Guild office.
3. Upon registration, new members shall be given a welcoming gift symbolizing this organization.
4. All members of the Ladies Guild must abide by the rules and regulation stated in this document and shall pay annual dues.
5. Dues shall be \$30.00 annually.

#### Article V - Meetings

1. The board meeting of the Ladies Guild shall be on the first Friday of every month at 6:00 pm at Our Lady of Lebanon Church located at 600 El Camino Real, Millbrae CA or at such time and/or place as the organization may, from time to time, designate.
2. The meetings for the general assembly (all members of the Ladies Guild) shall be held on a designated Sunday of every quarter following the Divine Liturgy at Our Lady of Lebanon Church located at 600 El Camino Real, Millbrae CA or at such time and/or place as the organization may, from time to time, designate.
3. Each member will be notified at least five days prior to the meeting.
4. At any regular or special meeting two-thirds (2/3) of the members shall constitute a quorum.

## Article VI - Finances

1. All funds raised by the Ladies Guild of Our Lady of Lebanon Church shall be accounted for in Our Lady of Lebanon Church Ladies Guild fund and cannot be withdrawn without the approval of the Pastor/Administrator.
2. Checks may be written to withdraw from the Ladies Guild fund for the basic operation of programs or reimbursement of expenses.
3. Invoices and receipts must be submitted for payments or reimbursements.

## Article VII - Order of Business

- Robert's Rules of Order shall govern when they do not conflict with any provision of these By Laws.
- The order of business at all Ladies Guild meetings shall be as follows:
  - a. Prayer
  - b. Remarks by the Pastor/Administrator
  - c. Roll call of officers
  - d. Reading of the minutes
  - e. Corresponding Secretary's report
  - f. Treasurer's report
  - g. Reports from special committees
  - h. Old business
  - i. New business
  - j. Prayer and adjournment
  - k. Refreshments

## Article VII - Officers

The members of the Ladies Guild elect, from its membership, a President, Vice President, Secretary, Treasurer and Sergeant-at-Arms.

## Article VIII - Duties of Officers

### #1. President:

The President shall be the principal executive officer of this organization and shall, in general, supervise and control all the business and affairs of the organization. She shall preside at all meetings of the general assembly. She shall be an ex-officio member of all committees. All standing and special committee chairwomen are appointed by the President. The President may vote only to break a tie. She shall have the power to call special meetings when necessary. The President shall also approve all orders drawn upon the treasury for appropriation of money and shall be responsible for securing and preserving order at all meetings.

### #2. Vice President:

The Vice President is the program chairwoman for all projects/programs at regular meetings of the Ladies Guild. She assumes the duties of the President **in** her absence. If for any reason a vacancy is created **in** the President's chair, the First Vice President shall immediately assume the office of President.

### #3. Secretary:

The Secretary records the minutes of meetings and is required to distribute or read the minutes of the last preceding meeting for approval by the membership. She is to maintain a file of all minutes, Bylaws, and standing rules of this organization. She is to have signed an attendance sheet by all the members attending each meeting, same to be filed in the minutes file. Also she shall take care of all correspondence and shall issue all invitations of the Ladies Guild and acknowledge those received by the Ladies Guild; she shall keep a complete and accurate mailing list to be used only for the organizations 'correspondence. She shall notify all members of all meetings or changes of meeting time or place. She shall hand over to her successor the minutes file and all other records in her possession or under her control immediately after election and installation of the new Secretary.

### #4. Treasurer:

The Treasurer shall receive and protect all funds of the Ladies Guild and at each meeting shall present an accurate financial report; she shall also give an annual financial statement at the election meeting in January and shall be responsible to pay all properly approved requisitions for money. She shall collect all monies due to the organization. She is to maintain a file of detailed projects / programs and expense sheets to be given to her by the chairwomen. She shall deliver to

her successor in office all monies and files of the organization in her possession or under her control immediately after election and installation of the new Treasurer.

**#5. Sergeant-at-Arms:**

The Sergeant-at-Arms shall assist the President in preserving order at all meetings; she shall be the chairwoman of hospitality at such meetings and oversee the details of any meeting such as seating, lighting, online connection, projection, etc.; she shall assist the presiding officer while voting is in order at a meeting by passing and collecting the ballots.

**#6.** The Ladies Guild board in conjunction with the Pastor/Administrator shall meet periodically to plan the calendar of events and special functions.

**Article IX - Notices**

All notices or correspondence directed to the Ladies Guild shall be mailed to the organization at its principal office located at: 600 El Camino Real, Millbrae, CA 94030 or emailed to [ololladiesguild.sf@gmail.com](mailto:ololladiesguild.sf@gmail.com).

**Article X - Nominations**

Nominations shall be made by a nominating committee appointed by the Pastor/Administrator and the President of the Ladies Guild. In addition, thereto, nominations from the floor shall be in order.

**Article XI - Elections**

- Election of officers shall be made by secret ballot at the regular meeting held on the first Tuesday of the month of November of each year or as designated by the Pastor/Administrator.
- Installation of the newly elected officers shall take place at the January meeting or as specified by the Pastor/Administrator.
- The term of office for all elected officers shall be for one year and the officer shall not be eligible for re-election to the same office for more than two consecutive terms.
- If a vacancy occurs in any office, except the presidency, the president may appoint any active member to fill the vacant office until election is held.
- If for certain circumstances, the president position is vacant, and the Vice

President cannot fulfill the role, the Pastor/Administrator can appoint any qualified active member. Also, if it is deemed necessary, the Pastor/Administrator can appoint a qualified individual from outside the members pool.

#### Article XII - Divine Liturgy

There shall be a liturgy served by the Ladies Guild once a month on a Sunday designated by the organization and the Pastor/Administrator.

#### Article XIII - Masses for deceased members

#1. Upon the death of a member, or a person in a member's immediate family, the Ladies Guild shall have a mass for the repose of the deceased's soul.

#2. The Ladies Guild shall have an annual mass offered on a designated Sunday in November for the repose of the souls of all deceased members of Our Lady of Lebanon Church.

#### Article XIV - Spiritual Benefits

Once a year a retreat shall be made available to members and parishioners wishing to participate.

#### Article XV - Ratification and Amendments

#1. Ratification - These Bylaws shall come into effect upon their ratification by a majority vote at the general assembly meeting of the organization.

#2. Amendments - The general assembly shall have the power to amend or revise these Bylaws by affirmative vote by the majority of the members present.

*Note: if it is deemed necessary, the Pastor/Administrator can override these Bylaws for the best interest of the parish.*

## Ladies Guild Committees

### Family Ministry

- ✓ Visit/call the sick and homebound from our parish regularly
  - Relate parish news.
  - Comfort them and offer help
  - Pray with them
- ✓ Offer masses for the deceased who don't have someone to remember them
- ✓ Comfort and share with the families who are mourning
- ✓ Rejoice with families while rejoicing

### Prayer / Enchanting Group

- ✓ Pray the Rosary regularly on Wednesdays and before masses
- ✓ Adoration (Ziah) of the blessed Virgin Mary at the last Sunday of the month of May and on August 15
- ✓ Offer Intention prayers
- ✓ Prayers for the Saints on their feast day
- ✓ Pray the adoration of the blessed sacrament on first Friday of the month
- ✓ Serve the Ladies Guild Masses –
  - Assign lectors, ushers, and offerings

### Hospitality

- ✓ Welcome new parishioners
- ✓ Organize coffee hour
- ✓ Greet congregation before and after mass

### Altar Society

- ✓ Prepare Altar for service
- ✓ Caring of vestments and linens
- ✓ Up keeping of the Sacristy

### Fund Raising

- ✓ Organize fund raising events to support the church and community
  - Sell baked Goods
  - Organize Luncheons for the congregation
    - Thanksgiving Luncheon
    - Other Luncheons
  - Sell Easter candles

### Social Events

- ✓ Offer spiritual and cultural events for the women of the Parish

- Bus Field Trip/ Mission Visits
- ✓ Organize social events for the community
  - Parish Picnic
- ✓ Decorate Church and parish center as needed for Holy Days

#### Charitable Drives

- ✓ Organize food drive
- ✓ Prepare meals for sharing and giving
- ✓ Participate in serving meals for the needy

#### Church Upkeep

- ✓ Participate in the up keeping of parish facilities
  - Church
  - MEC
  - Parish house as needed