

OUR LADY'S GUILD BY-LAWS



ARTICLE I *NAME*

The name of this organization is Our Lady's Guild of St. Aloysius Parish, New Canaan, Connecticut.

ARTICLE II *PURPOSE*

The purpose of Our Lady's Guild is to give and to promote devotion to the Blessed Virgin Mary, our Mother, thus deepening our faith and drawing us closer to her Son, and Our Savior, Jesus Christ. The Guild also supports and participates in all Marian celebrations and devotions of the Parish.

ARTICLE III *MEMBERSHIP*

Section 1

Membership is open to all women at the parish

Section 2

Members will pay dues determined by the Executive Board at the Annual meeting. If this presents a difficulty, any donation will be accepted.

Section 3

Members will volunteer a minimum of three to five hours a month to charitable work.

ARTICLE IV OFFICERS

Section 1

- a. The elected officers shall be a president, two vice-presidents, secretary and treasurer.
- b. The moderator of the organization shall be the Pastor or one of his Associates. All activities are subject to his approval.
- c. The five officers and the moderator shall constitute the Executive Committee of the Board of Directors.

Section 2 Duties of the Officers

- a. **President:**
 1. Preside at all meetings of the Guild and Board of Directors.
 2. Appoint (with the help of other members of the Executive Committee) all standing committee chairs.
 3. Sign checks in the absence or disability of the treasurer.
 4. Represent Our Lady's Guild on the Pastoral Council of St. Aloysius
- b. **Vice-Presidents:**
 1. The first vice-president shall assist the president and preside in the absence of the president; be in charge of greeting people including guests and visitors; take care of any necessary sign-up sheets; provide a meeting agenda for members.
 2. The second vice-president shall be program chair including inviting, introducing and taking care of the compensation; providing information to the publicity chair.
- c. **Secretary**
 1. Record all minutes of the Board meetings and Guild meetings. "Point" minutes to be reported at meeting.
 2. Handle all incoming and out going correspondence of the Guild except those assigned to another committee member.

d. **Treasurer**

1. Collect all dues and deposit dues plus any donations in Guild bank account.
2. Sits at welcoming table with first vice-president.
3. Keeps records and pays expenditures and disbursements.
4. Presents reports at the Board meetings and a "Point" report at regular Guild meetings.

ARTICLE V *NOMINATIONS AND ELECTIONS*

Section 1

The term of office is one year, from June to June.

Section 2

The term of office for the President and Vice-Presidents will be limited to two consecutive terms of office. They are not prevented from accepting the office at a later time.

Section 3

During the first week of April the Moderator will determine how many of the eligible members wish to remain on the Executive Board for the coming year.

Section 4

If it is determined that there will be vacancies, ballots will be mailed to all members four weeks before the last meeting. Nominations are to be returned within two weeks to the St. Aloysius Rectory, attention of Our Lady's Guild Moderator.

Section 5

The Moderator will tally nominations. Those with the highest number will be contacted by the Moderator to confirm their willingness to serve on the Board. Subsequently, they will meet with the Moderator to decide who will accept each office.

Section 6

The new Executive Board will be presented by the Moderator at the last meeting.

ARTICLE VI BOARD OF DIRECTORS

Section 1

Membership - The Board of Directors shall be composed of the elected officers, Moderator, the past president and one person representing each major group - Prayer, Out Reach and Service.

Section 2

Duties - The Board of Directors shall:

- a. Carry out Guild business according to the by-laws
- b. Have general power to administer the affairs of the Guild between meetings and report its actions at the next general meeting.
- c. Recommend and establish special committees.
- d. Authorize the expenditures of all monies above \$150.00.

Section 3

Meetings of the Board shall be decided upon at the Annual summer planning meeting.

Section 4

Quorum - A majority of the members of the Board of Directors shall constitute a quorum.

ARTICLE VII COMMITTEES

Section 1

There will be three standing committees each with sub committees. One representative from each of the groups will be on the Executive Board.

- a. **Prayer**
 - Altar Guild
 - Daily Rosary
 - Rosary Making
 - Living Rosary
 - Crowning
 - Nocturnal Adoration
 - Retreat \ Day of Recollection
 - Graduate Mass

- b. **Out Reach**
 - Meals on Wheels
 - Serving seniors at Lapham Community Center
 - St. Aloysius School

- c. **Service**
 - Hospitality
 - Membership
 - Reservations
 - Publicity
 - Table Cloths

Section 2 DUTIES

Altar Guild shall be responsible for:

- The upkeep of the priests vestments
- The altar linens
- Cleaning the church weekly
- The up keep of the flowers and decorations in the church

Rosary - Members promote the recitation of the rosary following daily Masses.

Rosary Making - chair shall order supplies and instruct others in making rosaries.

[Living Rosary](#) - October the seventh, the Feast of the Holy Rosary - Chair shall be responsible for coordinating the event with the with the Moderator, president, members, inviting other parish groups, bulletin announcements and getting information to the Publicity chair.

[Crowning](#) - Our Lady's Guild Crowning of the Blessed Virgin Mary takes place May first. The Children's crowning of the smaller statue of the Blessed Virgin Mary is crowned the Sunday after First Communion and the Guild supplies the flowers for the children to carry in a procession honoring Our Mother.

[Nocturnal Adoration](#) - Chair provides sign-up sheets for those participating; arranges for flowers to be on the chapel altar; makes sure all the hours are covered.

[Retreat \ Day of Recollection \ Pilgrimage](#) - Arranged and organized by the Executive Board.

[Graduate Mass](#) - Chair to see that the date is put on the church calendar as soon as possible in September after local graduation dates are known. All high school graduates parents and relatives are invited to the Mass and reception following the Mass in Stapleton Hall, which is hosted by Junior mothers.

[Publicity](#) - Chair is responsible for compiling information given to her by the various chairs concerning Guild events for the local newspaper, Parish Bulletin, the Internet or other publications if so directed by Board.

[Meals on Wheels](#) - Chair recruits and co-ordinates the volunteers who deliver meals prepared by Waveny Care Center on Tuesdays, the day designated for St. Aloysius Church. There are to be four volunteers each Tuesday. The Chair shall be a member of the Meals on Wheels Board of Directors.

[Serving Seniors Lunch at Lapham Community Center](#) - January is St. Aloysius' month to prepare and serve. The First Vice-President will see that there is a sign-up sheet available every month until there are four volunteers for each week. Make a copy for Susan Goodman or person responsible for lunches.

[St. Aloysius School](#) - Our Lady's Guild is to supplement knowledge and awareness of the Blessed Mother through varying means whenever possible.

Hospitality - Chair or Co- chairs shall be responsible for refreshments in whatever form the Board of Directors decide for a particular meeting. Our Lady's Guild has a cabinet in the kitchen, lower right of the stove, with supplies and a coffee pot. Check prior to meetings.

Membership - See First Vice-President's duties.

Reservations - Chair shall keep record of all members, whether by sign-up sheet or telephone response for eating events and trips.

Table Cloths - Chair in charge of washing, if necessary, the Guild table cloths and making sure they are available for the next meeting.



These by-laws approved by

**Rev. Dariusz J Zielonka
Moderator**

Date: 8/11/1999

Signature: _____

OPPORTUNITIES FOR SERVICE:

1. Being an officer or serving on one of Our Lady's Guild committees
2. Catechist
3. Cleaning Church
4. Drive or shop for homebound
5. EMS Volunteer
6. Eucharistic Minister
7. Help with food drives
8. Help with Parish "Homefront" Spring project
9. Little House - deliver clothes (contact Hope Carter), straightened out, sort and toss broken or unusable items
10. Making Rosaries
11. Meals on Wheels - if not on a regular basis
12. Nocturnal Adoration
13. Preparing and taking a meal to someone
14. Red Cross Volunteer
15. Visiting the sick
16. Waveny Care Center - Volunteering or saying the weekly rosary with residents



If there are any other volunteering projects a member is involved with check with the Moderator or President. Thank You.