

BISHOP'S GUILD

Bylaws and Rules



2018

Prayer to our Lady of Good Counsel

God of Heavenly Wisdom, You have given us Mary, Mother of Jesus, to be our guide and counselor. Grant that we may always seek her motherly help in life and so enjoy her blessed presence in the life to come. O Mother of Good Counsel, patroness of our Guild, intercede for us, that we may be wise, courageous and loving leaders of the Church. Help us, dear mother, to know the mind of Jesus, your son.

May the Holy Spirit fill us with reverence for God's creation and compassion for all God's children. May our labors of love on earth enhance the reign of God, and may God's gift of faith and living hope prepare us for the fullness of the world to come. Amen.

BYLAWS OF CHEYENNE BISHOP'S GUILD COUNCIL OF CATHOLIC WOMEN

ARTICLE 1. NAME

The name of this organization is Cheyenne Bishop's Guild Council of Catholic Women. Cheyenne Bishop's Guild is a member of the Cheyenne Deanery Council of Catholic Women, and an affiliate of the Wyoming Council of Catholic Women, the Denver Province and the National Council of Catholic Women.

ARTICLE II. OBJECTIVES

The objective and purposes of Cheyenne Bishop's Guild of Catholic Women, hereinafter called Bishop's Guild are:

To promote Catholic spirituality among the members through prayer, study of Catholic teachings, personal Eucharistic adoration, retreats, personal testimonials of faith in the Lord;

To pray for the Bishop and his intentions; To assist the Bishop in special projects as requested by him;
To build fellowship among the members through regular dinner meetings and to provide spiritual growth through talks by guest speakers at the dinner meetings.

ARTICLE III. MEMBERSHIP

Section 1. Membership in Bishop's Guild is open to women in the Cheyenne area who are practicing Catholics. Women requesting new membership shall submit their application to the Membership Committee.

Section 2. Membership is composed of Active and Honorary members. Dues are payable in April. Any member who fails to pay dues will be dropped from membership after notification by the President's board. Fees for the monthly dinner meeting are to be paid at the meeting.

Section 3. Active members are asked to take part in the activities and committees of the Bishop's Guild.

Section 4. Honorary members are women who reside in the Cheyenne area who are mothers or grandmothers of priests or women and men religious. They are not required to pay dues, but are expected to pay for their dinners.

Section 5. Resignation: a member may resign from Bishop's Guild by submitting her written resignation to the Chairperson of the Membership Committee.

ARTICLE IV. OFFICERS

Section 1. The officers of Bishop's Guild are President, President-Elect, Secretary and Treasurer.

Section 2. Officers are elected to serve a term of two years or until their successors are elected. The term of office begins after installation of officers every other year at the May meeting.

Section 3. Prior to the November meeting, every other year, a Nominating Committee of three members shall be appointed by the President's Board. Members may submit to the Nominating Committee names of members to be considered for nomination. The Nominating Committee shall meet with the Bishop and the Chaplain to approve nominees for office of President-Elect, Secretary and Treasurer and determine their willingness to serve.

The report of the Nominating Committee will be announced at the January meeting. In January, a President-Elect, a Secretary and a Treasurer will be elected. The elected officers will have a transition period from January through April to work with the current officers and will be installed with the incoming President at the May meeting. Voting is to be by written ballot. After serving a full term as President-Elect, the member automatically becomes President.

Section 4. If the office of President becomes vacant during the elected term, the President-Elect shall become President completing the current term and then serve the term to which she had been elected.

Section 5. If the office of President-Elect becomes vacant during the elected term, The President shall, with the approval of the Bishop, appoint a member to serve the remainder of the current term. When nominations are made for the next election, the Nominating Committee shall select one or more nominees for the office of President in addition to the other three offices.

Section 6. Should a vacancy occur in the office of Secretary or Treasurer, the President shall appoint a member to serve the remainder of the current term.

ARTICLE V. CHAPLAIN

The Chaplain, appointed by the Most Reverend Bishop, is an ex-officio member of all Committees.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of Bishop's Guild and all meetings of the Executive Committee. She shall be an ex-officio member of all standing and special committees except the Nominating Committee. She and the Treasurer shall review all applications for membership and act on the recommendations of the Membership Committee.

She shall perform such other duties that usually pertain to her office. She shall be a member of the Board of the Cheyenne Deanery Council of Catholic women.

Section 2. The president Elect shall prepare herself to assume the duties of president. She should attend all meetings and serve on the Executive Committee. She shall be the Chairperson of the Program Committee and an ex-officio member of the Membership Committee. She shall perform such other duties that usually pertain to her office.

Section 3. The Secretary shall keep minutes of the monthly meetings of Bishop's Guild and meetings of the Executive Committee and the President's Board. She shall maintain a correct list of membership of the Executive Committee and standing and special committees. She shall maintain the yearly directory and perform such other duties that pertain to her office.

Section 4. The Treasurer shall receive and keep proper records of all monies received and shall disburse funds as authorized by the president's Board. She shall submit regularly to the President's board a true financial statement showing receipts and disbursements. She shall submit a true copy of the financial statement to the executive Committee at the January and June meetings. At the completion of her term, she shall turn over to her successor all funds belonging to Bishop's Guild. She shall serve as an ex-officio member of the Arrangements Committee. She shall perform such other duties that pertain to her office. The Treasurer shall provide a copy of the

biennial financial records and receipts to be submitted for internal review by the incoming President and Treasurer. Such review is to be available for discussion at the June Executive Committee meeting.

Section 5. Within thirty days after expiration of her term of office, each officer shall give her successor all property of her office and a written report of the years' activities with suggestions for the coming year. The President shall receive a copy of such reports.

ARTICLE VII. QUORUM/MEETINGS

Section 1. A quorum for Executive Committee meetings shall consist of a majority of the members thereof.

Section 2. The Executive Committee shall meet in January and June. Special meetings may be held at the call of the Spiritual Advisor, Chaplain or the President.

Section 3. A quorum for the monthly meetings shall consist of a majority of the active members.

Section 4. Bishop's Guild shall meet on the second Thursday of each month from September through May. The President's Board may designate an alternate day for a meeting.

ARTICLE VIII. EXECUTIVE COMMITTEE AND PRESIDENT'S BOARD

Section 1. The Executive Committee shall consist of the Officers, the Spiritual Advisor, The Chaplain, the immediate Past President and the Chairperson of the Arrangements, Membership, Program and Telephone Committee.

Section 2. The president's Board, consisting of officers and chairpersons of the Arrangements, Membership, Program and Telephone committees shall have general supervision and the power to act for the organization between monthly meetings. It shall receive regular reports from the officers and committee chairpersons. It shall authorize disbursement of funds up to an amount of \$250. It shall make recommendations to the membership at monthly meetings for matters affecting the membership, including but not limited to expenditures greater than \$250, revision of Bylaws and Rules and setting of dues. Gifts to clergy shall be authorized in accordance with past practices.

Section 3. The President's Board shall review and vote on acceptance of recommendation of the Membership Committee on terminating membership for delinquency in paying dues.

Section 4. The Executive Committee and the President's Board shall evaluate the biennial financial review of receipts and disbursements of the organization's funds at its June meeting following installation of new officers.

ARTICLE IX. STANDING COMMITTEES

Section 1. The Standing Committees are: Arrangements; Church; Community, Family and International Concerns; Membership; Program; Public Relations; and Telephone. The President shall appoint the Chairpersons of the Standing Committees unless otherwise provided in these Bylaws. The Committee Chairperson shall select Committee Members necessary to fulfill the duties of the Committee.

Section 2. The Arrangements Committee shall make arrangements for the monthly dinner meetings and collect money for dinners to be turned in to the Treasurer. The Treasurer shall be an ex-officio member of the Committee.

Section 3. The Church Committee shall be responsible for the apostolic works of Bishop's Guild and activities for the spiritual development of members.

Section 4. The Community, Family and International Concerns Committee is responsible for publicizing the Bishop's Guild scholarship awarded annually to a Catholic student residing in Laramie County, obtaining applications and selecting the recipient. The Committee is also responsible for participation in "Mary's Fund" a program of the Wyoming Council of Catholic Women and in the support of the Seminarian Program.

Section 5. The Membership Committee shall prepare and supply applications forms, review all applications and forward to the President. The Committee shall keep an accurate list of current membership. The Committee shall review the lists of delinquent members provided by the Treasurer and make a recommendation for termination of membership to the President's Board. The Treasurer is an ex-officio member of this committee.

Section 6. The Program Committee shall make all arrangements necessary for a guest speaker at each meeting. The President-Elect is the Chairperson of this Committee.

Section 7. The Public Relations Committee shall publicize the monthly meetings and other activities of Bishop's Guild in the parish bulletins and the media.

Section 8. The Telephone Committee will be responsible for informing members of each monthly meeting at least five days in advance of said meeting. The Committee will provide the Arrangements Committee the list of members who made reservations. The Treasurer is an ex-officio member of this Committee.

ARTICLE X. SPECIAL COMMITTEES

With the approval of the President's Board, the President may create special committees for specified tasks. Such committees shall go out of existence when the task is completed.

ARTICLE XI. AMENDMENTS

These Bylaws may be amended at any general monthly meeting by the affirmative vote of two-thirds of the members present, provided the proposed amendments have been offered in writing for discussion at a previous meeting.

ARTICLE XII. RULES OF ORDER

"Robert's Rules of Order", current edition, shall be the authority for parliamentary procedure at all meetings.

ARTICLE XIII. DISTRIBUTION OF FUNDS IN EVENT OF DISSOLUTION

In the event the Cheyenne Bishop's Guild should dissolve, proceeds of the organization, minus liabilities and obligated funds, will be distributed as determined by the membership at the time of dissolution, in accordance with the exempt purposes within the meaning of section 501(c)(3) if the specific organization(s) are not exempt.

Adopted by membership 10/11/18

RULES OF CHEYENNE BISHOP'S GUILD COUNCIL OF CATHOLIC WOMEN

1. The time for monthly meetings shall be 6:00 p.m. unless otherwise determined by the President's Board.
2. The agenda for the monthly meeting shall include an opening and closing prayer, a spiritual development talk, reading of correspondence, business requiring action by the membership, and the presentation by the guest speaker.
3. At each meeting, minutes of the previous meeting will be available to be read by any member requesting to do so.
4. Funds of the organization are to be deposited in the Bishop's Guild account at a bank selected by the President's Board with the name of the current Treasurer and current President on the account. Checks to disburse funds must be signed by the Treasurer or the President.
5. The prayer committee will be responsible for development of the prayer ministry to encourage members to pray for the intentions of the Holy Father and the Bishop.
6. The Vocations committee will be responsible for promoting the "Adopt a Seminarian Program"
7. The Yearbook committee shall compile membership, meeting and program information for the current year and other data into a yearbook to be distributed to each member.8. The Historian shall keep the scrapbook up to date with newspaper articles, pictures and other memorabilia.
8. The history of the organization shall be kept, at a minimum, through retention of the membership yearbooks.
9. The Bylaws committee shall review the bylaws and rules annually to ensure that such appropriately and accurately reflect the current organization and functioning of Bishop's Guild. If necessary, it should prepare and submit appropriate amendments to the President's Board.
10. Women who are interested in becoming members during the current year may attend three meetings as guests and pay for their dinner. Members may bring family members as guests and pay for their dinners.
11. Additional responsibilities may be assigned to Committees by the President's Board.
12. The Rules of Bishop's Guild may be adopted or changed by majority vote at any monthly meeting.

Adopted by Membership 9/13/18