

By Laws Template Example for Ministries at GSCC

ARTICLE I – Elections

Section 1. The annual election of officers shall take place at a monthly meeting held between (date) and (date) of each (fiscal or calendar year – [*GSCC uses 1 Oct – 30-Sep*]). At least two months before the annual election, the President shall appoint a Nominating Committee of (*2 or more*) who shall prepare a slate of candidates for the elective Ministry offices. This slate shall be presented to the Ministry not later than the monthly Ministry meeting preceding the established meeting at which annual elections are to take place. Other nominations may be made from the floor and nominations may not be closed until the election meeting has convened and members are ready to ballot.

Section 2. The election of officers shall be by ballot and a majority of all votes cast shall be necessary to elect. When only one candidate is proposed for a particular office and no further nominations have been made from the floor, the presiding President shall declare the individual elected by acclamation. Voting by absentee ballot is prohibited.

Section 3. Each officer elected must qualify and fill the office to which chosen, with or without installation, at the first monthly meeting in the month of XXX succeeding election, unless excused by a vote of the Ministry.

Section 4. Vacancies in elective offices shall be filled, after notice to the members, by election at the monthly meeting at which the vacancy was created.

ARTICLE II - Meetings

Section 1. Monthly (name of ministry) meetings shall be held at a date, time and location established by the Ministry. Quorum Number of XX members shall constitute a quorum at meetings. (*normally 10% or more*)

Section 2. All meetings shall be presided over by the President, who will ascertain that all present at the meeting are members in good standing of the Ministry or invited guests.

Section 3. The agenda for monthly Ministry shall conform to the standards

established by Good Shepherd Catholic Community.

Section 4. Special meetings can be convened: by a vote of the Ministry at a preceding monthly ministry meeting or by direction of the President; or by the President upon the written request of seven members stating the object of the meeting. Due notice of special meetings and their purpose shall be given to each member in the usual way and no other items shall be considered at any such meeting.

Section 5. Special meetings shall follow the order of business that is covered in ARTICLE II, Section 3, noting that only the stated purpose of the special meeting shall be considered.

Section 6. It shall be the duty of all officers to attend all meetings. In case of inability of any officer to attend a meeting, due notice shall be given to the President and arrangements made to have all necessary books and papers in the possession of such officer at the meeting. If a Chair Officer is absent from a meeting, the presiding officer shall designate a member to act for him.

Section 7. If any meeting shall fall on a legal holiday, said meeting shall be held the following day unless the Ministry, by vote at a previous monthly Ministry meeting, annuls such meeting or fixes a different date for such meeting within the month for which it is scheduled.

ARTICLE III - Committees

Section 1. The following Directors shall be appointed:

- (a) Name of Standing Committee, if applicable
- (b) Name of Standing Committee, if applicable.
- (c) Such other Committees as may be required by these By-Laws or may be established by the Ministry or its President.

Section 2. Except as herein provided, all Committees shall be appointed by the President and the first person named on the Committee shall act as Chairman thereof. Standing Committees shall serve for the current year or until their successors have been appointed. A majority of the Committee shall constitute a quorum.

ARTICLE IV - Funds

Section 1. All moneys obtained from any source, by or through any person or persons, acting for or in the name of the Ministry or under its direction or authority, shall be considered Ministry Funds and shall be forthwith delivered to the Treasurer. The Treasurer will deposit funds to the Parish Business Office. The Treasurer will report all deposits and payments since the last meeting and the Ministry's current balance.

Section 2. No money in excess of **\$XXX Maximum Amount** shall be paid or transferred from the Ministry, (except such moneys as the Ministry is called upon to regularly pay for its current expenses) and as provided by Good Shepherd Catholic Community, unless by a two-thirds vote of the members present and voting at a monthly Ministry meeting held subsequent to a monthly Ministry meeting at which notice in writing of a resolution of intention to pay or transfer such money and the purposes and amount to be paid or transferred shall have been given and regularly read.

ARTICLE V - Miscellaneous

Section 1. These By-Laws may be amended by a two-thirds vote of the members present and voting at a monthly Ministry meeting held subsequent to a monthly Ministry meeting at which a resolution in writing providing for such amendment shall have been read and notice of the proposed amendment shall have been given to the members in writing or in the Ministry publication at least five days prior to the second meeting.

Notes:

- 1** - Where the word "Ministry" is used insert the name of your organization or ministry.
- 2** - Other articles can be added to the bylaws for the good order of the Ministry.
- 3** – Ask the Parish Business Officer to review your draft bylaws when completed before you take a vote.
- 4** – Record adoption of your bylaws and Parish approval in the Ministry Minutes.