

BY-LAWS OF SAINT VINCENT DE PAUL CHURCH OUTREACH MINISTRY
A NOT-FOR-PROFIT CORPORATION

ARTICLE I

ORGANIZATION

The name of the organization shall be St. Vincent DePaul Church Outreach Ministry (SVDPCOM).

ARTICLE II

PURPOSES

We have a mandate from Christ to be concerned for the troubled, the infirm, the economically poor, the brokenhearted, and the disadvantaged. We accept this responsibility because we wish to respond to the love that God first showed to us. The U.S. Bishops have challenged the American Church to have "a preferential option for the poor."

Mission Statement

St. Vincent DePaul Church Outreach Ministry carries out the social mission of the Catholic Church in the Wildwood, FL Area by serving and advocating for vulnerable families and individuals of any race, religion, or national origin.

ARTICLE III

MEMBERSHIP

Membership in this organization shall be open to all Parishioners who seek to live their faith loving and committing themselves to their neighbor in need. The Pastor and his staff shall automatically be considered members.

Classes

There shall be three (3) classes of members:

1. Charter Members are those individuals who are members from the beginning of the SVDPCOM startup.
2. Active Members are those individuals who regularly attend SVDPCOM meetings or are participating in the SCDPCO ministry.
3. Voting Members consist of Charter Members and the Active Members who have attended 25% of the meetings held during the previous 12 months.

ARTICLE IV

GENERAL MEETINGS

There shall be at least one (1) general meeting of the (SVDPCOM) in each year.

1. At that time the officers shall be nominated and elected, the budget report given and any bylaw changes voted upon. Any other business considered pertinent by the President shall be conducted.
2. The Secretary shall cause to be mailed (or e-mailed) to every member in good standing at his/her address as it appears in the membership roll book in this organization a notice telling the time and place of such annual meeting.

3. Regular meetings of this organization shall be held on the church premises at least monthly.
4. The presence of not less than 25% percent of the members shall constitute a quorum and shall be necessary to conduct the business of this organization; but a lesser percentage may adjourn the meeting for a period of not more than 3 weeks from the date scheduled by these By-Laws and the secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called. A quorum as herein before set forth shall be required at any adjourned meeting.
5. Special meetings of this organization may be called by the president when he deems it for the best interest of the organization. Notices of such meeting shall be mailed (or e-mailed) to all members at their addresses as they appear in the membership roll book at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. At the request of 66% percent of the members of the Executive Board or 25% percent of the voting members of the organization, the president shall cause a special meeting to be called but such request must be made in writing at least ten (10) days before the requested scheduled date.
6. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

ARTICLE V

OFFICERS

The Officers of this organization shall be: Pastor or designee (ex-officio), President, Vice President, Secretary, Treasurer, and 2 members-at-large.

Nomination of Officers

The President shall appoint a Chairperson of the Nominating Committee.

1. The Nominating Committee shall consist of three (3) or five (5) persons including the Chairperson.
2. The Chairperson shall appoint the members in consultation with the President at its August or September meeting.
3. Any name to be submitted for office must be sent in writing to the Chairperson of the Nominating Committee before September 15.
4. Names of the nominees shall be published with the meeting notice for the annual meeting and shall be voted upon by the Membership at the General Meeting.
5. Additional nominations may be made from the floor at the General Meeting, provided such nominees have consented to serve.

Term of Office

The Officers shall be elected annually at the General Meeting by a vote of the members present.

1. Officers shall serve for a term of two years beginning November 1 and ending October 31. No officer shall be eligible for the same office for more than two consecutive terms.
2. The Executive Board for each year shall consist of the Pastor or designee, the elected officers and the immediate Past President.

3. Elected Officers and Chairs of Standing Committees shall serve without remuneration, direct or indirect, for their service in connection with the activities of the SVDPCOM.
4. A vacancy occurring in an office shall be filled by appointment of the Executive Board at its next meeting with the exception of the Office of the President, in which case the Vice President shall succeed.

Duties of Officers

1. President - The President shall preside at all Board and General Meetings and be responsible for the duties and leadership as stated in the Purpose of the Organization. The President is an ex-officio member of the Church Council.

The President shall appoint the committee chairperson and representatives of Church programs and activities as deemed necessary.

The President shall supervise execution of the budget. Expenditures not provided in the budget may be made by the President with the approval of the Executive Board before payment by the Treasurer.

The President, in consultation with the Nominating Committee and with the approval of the Board, shall fill all vacancies for unexpired terms of officers and committee chairpersons except that of the President.

2. Vice-President- The Vice President shall assist the President in long-range planning and may form a committee to assist in this capacity. In the absence or incapacity of the President, he shall perform the duties of the President as needed.

3. Secretary - The Secretary shall take minutes and maintain records of all Board and General Meetings of the SVDPCOM.

The Secretary shall provide the minutes of monthly meetings and notification of future meetings to the members. His records shall be preserved for historical purposes.

4. Treasurer - The Treasurer, with the assistance of a Budget Committee, shall prepare an Annual Budget to be approved by the Board.

The Treasurer shall provide a monthly financial report to the Board for inclusion in the minutes of the meeting. He shall present the previous year's final Annual Financial Report and the draft for the current year's Annual Financial Report at the General Meeting of the SVDPCOM.

The Treasurer shall direct such disbursements as are appropriately authorized. The President shall appoint one (1) or two (2) persons to audit the financial records at the close of each fiscal year (October 31).

Voting

1. At all meetings, except for the election of officers, all votes shall be by voice.
2. For election of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.
3. At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers.
4. At all votes by ballot the President of such meeting shall, prior to the commencement of balloting, appoint a committee of three who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify in writing to the President the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.

5. No "Inspector of Election" shall be a candidate for office.

ARTICLE VI

STANDING AND SPECIAL COMMITTEES

1. The Executive Board may create such standing committees as it may deem necessary to promote the mission and carry on the work of the organization.
2. The President shall appoint a voluntary chairperson of each committee who will be responsible for the committee's activities and report their activities to the SVDP COM. The chairperson shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
3. The President shall have the power to appoint special committees subject to the approval of the Executive Board.
4. The current standing committees are: Budget Committee, Nomination Committee, Pantry Committee, Personal Assistance Committee and the Administration Committee.
5. Committee descriptions and chair people will be updated annually.

ARTICLE VII

ORDER OF BUSINESS

1. Opening Prayer and Spiritual Reading
2. Approval of the Minutes of the preceding meeting.
3. Reports of Committees.
4. Reports of Officers.
5. Old and Unfinished Business.
6. New business.
7. Closing Prayer
8. Adjournments.

ARTICLE VIII

FUNDING

1. Primary funding for the Programs sponsored by the SVDP COM will come from the proceeds of the St. Vincent DePaul Church Thrift Store in Wildwood, FL.
2. Additional funding sources as budgeted Church outreach funds and special fund raisers.

ARTICLE IX

RULES OF ORDER

In the absence of special provisions in the By-Laws, "Robert's Rules of Order Revised" shall govern parliamentary procedures.

ARTICLE X

AMENDMENTS

These By-Laws may be altered, amended, repealed or added to by a simple majority affirmative vote of the voting members.

1. Newly amended By-Laws must be dated and will supersede all previous versions.