

**St. Timothy New Beginnings
AMENDED BYLAWS**

**ARTICLE I
INTRODUCTION**

1. Definition

These by-laws constitute the code of rules adopted by New Beginnings for the regulation and management of its affairs.

**ARTICLE II
Mission Statement**

1. New Beginnings is an interdenominational outreach of St. Timothy Catholic Church for widows within the parish and surrounding communities. We gather together in acceptance, understanding and love to support each other. We are strong capable women who are determined to continue life's journey with safe activities and community service.

**ARTICLE III
Membership and Meetings**

1. Membership

A woman who has lost her husband by death and has not remarried.

2. Monthly Meetings

Shall be held September through May on the fourth Sunday of each month. Subject to change due to holidays or extraordinary events.

3. Special Meetings

As needed by the President

4. Voting Rights

By members only

5. Officers Proxy Voting

No proxy voting

6. Quorum

Board - Five (5) officers, in person, shall constitute a quorum. In the event of extraordinary circumstances Zoom is acceptable.

Members - Sixty-Six percent (66%) of the members in attendance shall constitute a membership quorum.

7. **Dues**
Shall be on a donation basis and collected by the Treasurer at each monthly meeting.

ARTICLE IV Roster, Elections & Duties

1. **Roster**

The Board/Officers of New Beginnings shall consist of the following elected officers:

- a) President – Catholic – Member of St. Timothy Catholic Church
- b) Vice President – Catholic - Member of St. Timothy Catholic Church
- c) Treasurer – Catholic - Member of St. Timothy Catholic Church
- d) Recording Secretary
- e) Prayer Leader – Catholic
- f) Social Director
- g) Corresponding Secretary

2. **Term and Election**

The term for each officer shall be for 2 years. However, if there are no other nominees for that position, and an officer would like to stay in her position, another term shall be allowed.

A slate of officers shall be assembled by the current Officers, or by a Nominating Committee consisting of current New Beginnings members. The slate shall be presented and voted on at the April General Meeting, after which they assume their duties.

3. **Officers Duties**

a) **President.** The President:

- Shall preside over all Officers and General Meetings;
- Shall be the lead communicator to the Parish Life Director;
- Shall coordinate and schedule the calendar of events with Church staff;
- Shall set the agenda for all Officers and General Meetings;
- Shall submit the request for proposals as needed;
- Shall be the lead communicator to the Parish and Parish Staff for all New Beginnings related activities and events;
- Shall coordinate guest speakers for the general meeting; and
- Shall appoint, for the remainder of the term, any officer who is no longer able to serve;

Throughout the course of the year, the responsibility for coordinating information with the Parish and Parish Staff may be delegated to other Officers or New Beginnings members, as appropriate and agreed upon by the President.

b) **Vice-President.** The Vice President:

- Shall assist the President in all aspects of the President’s responsibilities;
- Shall assume the role and responsibilities of the President, in the event of the President’s absence; and
- Shall assist the President in other matters as needed.

c) Treasurer. The Treasurer:

- Shall submit monthly written financial reports to the Officers;
- Shall present a monthly financial report at the general meeting and provide copy to the

Recording Secretary;

- Shall collect donations and other monies collected by the membership;
- Shall submit all funds collected to the proper church staff member;
- Shall coordinate with St. Timothy to write checks and pay bills for expenses incurred by

New Beginnings;

- Shall keep historical financial statements; and
- Shall account and reconcile event proceeds, expenses, and prepare event income and expense statements, when needed.

d) Recording Secretary. The Recording Secretary:

- Shall record minutes of the general and Officers meetings;
- Shall distribute Officers meeting minutes to the Officers within one week after the

Officers meeting;

- Shall distribute general meeting minutes to the membership as least one week prior to the next general meeting;
- Shall make additions and corrections to the minutes as needed; and
- Shall retain minutes for historical purposes.

e) Prayer Leader. The Chaplin:

- Shall offer the opening and closing prayers or inspirational readings at all meetings and functions.

f) Social Director. The Social Director:

- Shall coordinate any ministry events with the assistance of other members;
- Shall maintain the membership list to have available, as needed or requested by the Officers and membership;
- Shall keep membership list up to date throughout the year, adding new members as needed;
- Shall schedule and coordinate the monthly birthday lunch and dinner events; and
- Shall coordinate with others on social activities.

h) Corresponding Secretary. The Corresponding Secretary:

- Shall provide the members with name tags and bring to every meeting;
- Shall send out letters, correspondence, thank you notes, get well cards, sympathy cards and any other correspondence as needed or requested by the President or the Officers;
- Shall introduce new members;
- Shall keep the "Neighborhood Services" box and bring to every member meeting; and
- Shall provide the Social Director information on new members and member updates.

**ARTICLE V
Amendments**

1. Amendments

By-Laws of New Beginnings cannot be amended without written notice of the proposed By-Law changes. Written notice of the proposed By-Law amendment(s) must be furnished to the Officers no less than two weeks prior to the scheduled meeting where discussion and vote will take place. Sixty-Six percent (66%) of the members in attendance will be required for any By-Law amendment and will constitute a quorum.

**ARTICLE VI
Committees**

1. Committees

Various committees shall be formed as needed by the President.

**ARTICLE VI
Operations**

1. Rules of Order

New Beginnings shall follow Robert's Rules of Order.

Updated by Committee 2/27/2024 - Approved by Membership 3/24/2024