

LADIES OF CHARITY
OF SAINT PAUL CATHEDRAL PARISH
Saint Paul Cathedral
Fifth Avenue and Craig Street
Pittsburgh, Pennsylvania 15213

BY-LAWS

ARTICLE I. NAME

The name of the organization shall be called Ladies of Charity of Saint Paul Cathedral.

ARTICLE II. PURPOSE

The purpose of the Ladies of Charity of Saint Paul Cathedral shall be service to the elders in need from St. Paul Cathedral. These needs may be physical, spiritual, emotional, social or financial.

ARTICLE III. AFFILIATION

This association shall be affiliated with the Ladies of Charity of the Diocese of Pittsburgh.

ARTICLE IV. MEMBERSHIP

- Section 1.** Membership is open to all women who are interested in serving the needy and those less fortunate. Acceptance of new members from outside parishes will depend upon the absence of a LOC chapter within their own parishes.
- Section 2.** Application for the membership must be approved by the Spiritual advisor of Saint Paul Cathedral Parish.
- Section 3.** Members shall be invested into the Ladies of Charity at the annual investiture ceremony in Saint Paul Cathedral.
- Section 4.** Requirements for membership include a sincere desire to serve those in need of St. Paul Cathedral Parish.
- Section 5.** Membership dues shall be \$10.00 per member per year (after Investiture) and will be sent to the office of the Diocesan Ladies of Charity.
- Section 6.** Meetings are held to discuss the needs of those we serve. Attendance is not required. A Lady of Charity is defined by the work she does.

ARTICLE V. GOVERNMENT OFFICERS

- Section 1.** The Spiritual Advisor shall be the Pastor or the Parochial Vicar or Permanent deacon as appointed by the Pastor. He assists the Ladies of Charity in pursuing the spiritual objectives of the Ladies of Charity. He conducts or participates in the spiritual and liturgical functions arranged by the Ladies of Charity. He assists in an advisor capacity with other matters that are part of the functions of the Ladies of Charity.
- Section 2.** The moderator shall be a sister or lay person engaged in the parish social service ministry. Her role is to advise, support and encourage all members in an objective and positive manner during and outside of all meetings.
- Section 3.** The elected officers shall be: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

ARTICLE VI. DUTIES OF ELECTED OFFICERS

- Section 1.** President shall:
1. Call and preside at all membership and board meetings.
 2. Appoint chairpersons, except the Nominating Committee, subject to approval of officers.
 3. Make temporary appointments, with the approval of the officers, to fill vacancies in office until the next election.
 4. Approve all bills and co-sign all checks.
 5. Be ex-officio member of all committees except the Nominating Committee.
 6. Take the necessary steps to ensure cooperation with other organizations, to do works of charity and parish activities as instructed by the Spiritual Advisor.
 7. Represent the parish organization at diocesan Ladies of charity meetings and function.
 8. Keep the Pastor informed of all activities, seeking advice and permission when necessary.
 9. Appoint a Historian.

LADIES OF CHARITY
OF SAINT PAUL CATHEDRAL PARISH
Saint Paul Cathedral
Fifth Avenue and Craig Street
Pittsburgh, Pennsylvania 15213

10. Keeps a file listing the names and addresses of the membership.

Section 2. Vice-President shall:

1. Assume the duties of the President in her absence.
2. Perform such duties of the President in her absence.

Section 3. Recording Secretary shall:

1. Record the minutes and votes of the membership and officers meetings.
2. Give the President a copy of the minutes of each meeting prior to the next meeting.

Section 4. Corresponding Secretary shall:

1. Report all correspondence to members at the meeting.
2. Respond to all correspondence.

Section 5. Treasurer shall:

1. Keep an accurate account of all monies of the association.
2. Deposit all funds under the name of the Association in a bank approved by the officers.
3. Pay all bills and keep an account of the receipts and expenditures with at all times subject to the inspection of the officers.
4. Co-sign checks with the President.
5. Submit a financial statement and give a detailed report to the members each month at the meeting.
6. Collect membership dues and submit to the Diocese prior to the first day of the year.

Section 6. Elected officers shall have the power to transact emergency business in the interim between meetings.

ARTICLE VII ELECTION-TERM OF OFFICE

Section 1. Every two years at the April meeting of the membership, they shall elect three members to serve on the Nominating Committee. The member receiving the highest number of votes shall be the chairman.

LADIES OF CHARITY
OF SAINT PAUL CATHEDRAL PARISH
Saint Paul Cathedral
Fifth Avenue and Craig Street
Pittsburgh, Pennsylvania 15213

The Nominating Committee shall submit a slate of officers at the May meeting for election. At this election meeting, additional nominations may be made from the floor but the nominees for an office must have consented to serve. When there is more than one nominee, then the election shall be made by ballot.

Section 2. The President, Vice-President, Recording Secretary, and Treasurer shall be elected by the membership at the May meeting for a term of two years. No officer or standing committee chairman shall be eligible to serve for more than two consecutive terms in the same office.

Section 3. Incoming officers shall assume their duties at the June meeting

ARTICLE VIII. MEETING AND QUORUM

Section 1. The membership shall meet monthly or at the discretion of the President. Meetings shall be opened and closed with prayer.

Section 2. The Board shall hold interim meetings when the need arises.

ARTICLE IX. SPECIAL PRACTICES

On the death of one of the members of the Association, the Eucharist should be celebrated for the repose of her soul.

ARTICLE X. COMMITTEES

Section 1. The chairpersons shall be appointed by the President and, in turn, the chairperson will select her own committee.

Section 2. The Nominating Committee shall be voted by members, except the President, and the person receiving the most votes shall be the Chair person of the Nominating Committee.

Section 3. The Ministry of Prayer shall be a committee that includes a monthly mass, dedicated to all prayer request; and emergency prayers.

Section 4. The Historian shall keep in order past and present permanent records and papers belonging to the Association.

Section 5. The Historian shall prepare a narrative account of the Association's activities during the current year that will become permanent history.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The Parliamentary Authority for the Ladies of Charity of Saint Paul Cathedral Parish shall be enforced by the current edition of Robert's Rule of Order.

ARTICLE XII. AMENDMENTS

Section 1. These by-laws may be amended by a 2/3 vote of the membership present, providing notice of the pending amendment has been given to the membership at the previous meeting.

Section 2. Any amendment to the by-laws contrary to the rules of the Ladies of Charity as set forth in the Manual of the Ladies of Charity shall be invalid.

ARTICLE XIII. DISSOLUTION

In the event there should be a dissolution or termination of the Ladies of Charity of Saint Paul Cathedral Parish, then all remaining assets on hand shall be delivered to the Pastor, solely for the benefit of the needy. No Lady of Charity will receive any of the assets on final dissolution.

ARTICLE XIV. SUGGESTED ORDER OF BUSINESS

Prayer

Reading of Minutes

Spiritual Reading

Reading of Correspondence Treasure Report

Standing Committee's Reports

Unfinished Business

New Business

Prayer

Adjournment

SOURCES: Robert Rules of Order-Revised 2007

Association of Ladies of Charity, Diocese of Pittsburgh By-Laws) as guidelines only)

Saint Paul Cathedral Ladies of Charity, By Laws; 1991;1999; 2001; 2005,2009.