

**THE LADIES OF NOTRE DAME,
SAINT MARY’S COLLEGE AND HOLY CROSS COLLEGE**

**BYLAWS
Revised May 2023**

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Positions and Organizational Structure

BYLAWS

Article I. Name

The name of this organization shall be “The Ladies of Notre Dame, Saint Mary’s College and Holy Cross College” (LND/SMC/HCC). Hereafter referred to as the organization.

Article II. Purpose

The purpose of the organization shall be to promote the educational, social and cultural welfare of its members, to foster friendship within the Notre Dame/Saint Mary’s/Holy Cross family and to encourage service to the University/Colleges and community in supportive programs. This organization shall be a non-profit organization administered entirely by volunteers.

Article III. Membership

All women with any connection to the University of Notre Dame, Saint Mary’s College or Holy Cross College (other than undergraduate students) shall be eligible for membership.

Section 1. Members

- Members are those who have paid dues for the current academic year and/or those on whom Life Membership has been conferred.
- A member on leave may continue her membership by payment of dues.
- Current Life Members (LMs) will continue membership with the same current status in perpetuity. Life Members have the option of not paying dues.
- Any woman eligible for membership is a Newcomer during her first two years. Newcomers shall be members if they have paid their dues for the current academic year.

Section 2. Privileges of Membership

- All members are entitled to make motions, vote, hold office and participate in the activities of the organization.

Article IV. Meetings

The organization shall meet during the academic year. The Annual Business Meeting shall be held in the spring.

Article V. Executive Administration

Section 1. Officers.

The Officers of this organization shall be President, President-Elect, Corresponding Secretary, Membership Chair(s), Program Chair(s), Recording Secretary, Treasurer and Assistant Treasurer. Offices may be shared with the approval of the board.

Section 2. Executive Committee and Duties of the Executive Committee

The Executive Committee of this organization shall be the Officers, Past President, Parliamentarian and Life Member Chair.

- The Executive Committee shall fill any vacancy occurring on the Executive Board after consulting with the chairperson of the Nominating Committee, such appointment being made for the remainder of the unexpired term.
- The Executive Committee shall appoint a Chaplain.
- The Executive Committee shall assist the President upon occasion when calling a meeting of the Executive Board is unfeasible.

Section 3. Executive Board and Duties of the Executive Board

The Executive Board shall be comprised of the Executive Committee and Appointed Board Members: Interest Group Coordinator, Newcomer Chairs, Newsletter Editor, Volunteer Coordinator, Circulation Chair and Digital Media Chairs

- The Executive Board shall be the policy-making board of the organization, annually reviewing the list of current policies.
- The Executive Board shall approve the budget for each year.
- The Executive Board shall have a minimum of four meetings each year.

Section 4. Election

The Officers shall be elected at the Annual Business Meeting in the spring and shall take office on June 1st.

- The Nominating Committee shall present the names of one candidate for each elected office or multiple names if the office is to be shared. Offices may be shared with the approval of the Executive Board. Additional nominations may be made from the floor provided the person so nominated has agreed to serve if elected. Election shall be by ballot with a majority of those members present necessary for election. If no nominations are made from the floor, elections may be a show-of-hands or voice vote.
- Officers shall be elected for terms of one year.

Article VI. Duties of Elected Board Members

Section 1. The President shall preside at all business meetings; call and preside at all Executive Committee and Executive Board meetings; designate appointed board members and committees as set forth in these Bylaws; exercise general supervision over the activities of the organization and serve as ex-officio member on all committees. The President shall approve all communication to the members.

Section 2. The President-Elect shall assist the President upon call and assume all the duties of the President in her absence. She shall accede to the Office of President the

following year.

Section 3. The Corresponding Secretary shall be responsible for all official and social correspondence for the organization in accordance with the current policies.

Section 4. The Membership Chair(s) shall keep an accurate file of all members including up-to-date information on addresses, dues payment, relationship to ND/SMC/HCC, designation of Life Membership, if applicable, and whatever other information is deemed necessary for the smooth operation of this organization. The cooperation of the Treasurer and other individuals having pertinent data is assured. The Membership Chair(s) shall prepare a membership yearbook that shall be distributed to all members. Membership Chair(s) shall maintain contact with the University and Colleges and solicit their help in publicizing our organization to women who may be interested in becoming members.

Section 5. The Program Chair(s) are responsible for developing activities for the whole membership for the academic year.

Section 6. The President and Program Chair(s) shall be responsible for the silver, kitchen furnishings, decorations, records and other property belonging to the organization and shall submit an annual inventory.

Section 7. The Recording Secretary shall keep minutes of all meetings and voting of the organization, the Executive Committee and the Executive Board. Copies of all of these records will be kept at the organization's office.

Section 8. The Treasurer shall prepare the budget, make deposits, disburse funds, file all required documents, present income and expenditures at meetings and present a financial report at the Annual Business Meeting (copies of which shall be given to members present). The Treasurer and Membership Chair shall collect dues and keep an accurate list of names of dues paying members.

Section 9. The Assistant Treasurer shall disburse funds received from the use of Remembrance Cards and maintain an accurate list of names and donation information. She shall supply Remembrance Cards to members as requested. She shall assume the duties of the Treasurer in her absence and shall assist upon call.

Article VII. Duties of Appointed Board Members

Section 1. All appointed Board Members shall be appointed by the President for a term of one year but may be reappointed for additional terms.

Section 2. The organization shall sponsor various Interest Groups for its members. The Interest Group Coordinator shall act as liaison between the Board and the Interest Groups; shall submit a list of proposed Interest Groups to the Executive Board for approval; shall assist in the organization of new groups; shall make arrangements for members to register for the various Interest Groups at the Fall meeting; shall work

closely with the chairpersons of the various Interest Groups to see that all participants are members; and shall present an Annual Report of their activities at the Annual Meeting. Information for creating a new Interest Group is in the Policy section of these Bylaws.

- These groups may be formed and/or disbanded depending on the interest of members. After consulting with the Interest Group Coordinator to avoid conflicts in dates, each group is responsible for its own schedule of activities.
- Prior to the spring meeting, each Interest Group shall select a chairperson for the following year.
- Each chairperson of an Interest Group shall submit a report of the year's activities to the Interest Group Coordinator in time for inclusion in the report to be presented at the Annual Business Meeting.

Section 3. The Life Member Advisors shall assist and advise the President in all matters pertaining to the policies of the organization. Each shall be a Life Member of the organization.

Section 4. The Newcomer Chair(s) shall act as liaison between the organization and the Newcomers; shall advise and assist the Newcomers and organize activities; shall gather information about the community to give to newcomers; and present a final report at the Annual Business Meeting. The Newcomers Group shall be composed of first- and second-year members. The purpose of the Newcomers Group is to assist new members in becoming acquainted with one another, with the organization, the University/Colleges and the community.

Section 5. The Newsletter Editor shall be responsible for collecting updates and articles for each Newsletter and getting the final copy ready for printing and distribution by the Circulation Chair. The organization shall publish a newsletter at regular intervals between August and May and distribute to all members.

Section 6. The Circulation Chair, working in close cooperation with the Editor, shall be responsible for picking up the newsletter from the printer, printing updated labels received from the Membership Chair, affixing required postage, and mailing the newsletter to all those requesting a hard copy and are eligible to receive it. At the end of each academic year, the Circulation Chair sends all copies of the newsletter to the Archives at each school.

Section 7. The Parliamentarian shall assist the President with the rules of parliamentary procedure, keep a copy of all changes in the Bylaws and keep a list of all current policies of this organization.

Section 8. The position referred to as Past President shall serve as advisor to the President and as chairperson of the Nominating Committee, and her position shall be filled by the most recent former president whenever possible. If the most recent former president cannot serve, the President may appoint any former president to serve as the

Past President.

Section 9. The Volunteer Coordinator shall research and write articles for the newsletter explaining volunteer opportunities and act as a liaison between the organization and the community in response to needs as necessary.

Section 10. The Digital Media Chair(s) create and update content on the website and on social media to keep members engaged.

Section 11. The Email Coordinator(s) main responsibilities are to provide email communications to the entire membership. Examples include information about upcoming events and notices of those members who have recently passed away.

Section 12. The Playgroup Coordinator will be responsible for organizing monthly events and communicating with members of the playgroup. The Coordinator will assist new members to the area with resources and emotional support as needed. The Coordinator will be a leader for families in the area and promote connectedness throughout our community.

Article VIII. Committees

Section 1. All committee members and chairpersons shall be appointed by the President unless otherwise stated in the Bylaws.

Section 2. Auditing Committee

At the Annual Business Meeting, the President shall appoint an Auditing Committee of two members to audit the Treasurer's books.

Section 3. Nominating Committee

- At least three months prior to the Annual Meeting, the President shall appoint a Nominating Committee, consisting of the Past President and four members who represent a cross-section of the membership.
- The Past President shall chair the committee.
- The Nominating Committee shall present a slate of officers for election at the Annual Business Meeting.

Section 4. The President shall appoint such special committees as are deemed necessary by the Executive Board.

Article IX. Bylaws Changes

These Bylaws shall be reviewed periodically but at least every ten years, and may be

changed at any regular meeting of members by a majority vote of those members present. Changes to the Bylaws shall be presented in writing to the Executive Board and signed by the proposees. One month's notice of the proposed changes shall be given to members.

Article X. Disbandment

If over the course of time the continued existence of The Ladies of Notre Dame, Saint Mary's College and Holy Cross College is no longer feasible, it may be dissolved by a resolution passed by at least two-thirds of members with voting rights who are present at an extraordinary general meeting called for the purpose for which at least 30 days' notice has been given in writing. The voting is to be done by signed written ballot.

The organization shall not disband without the consent of at least two-thirds of its voting members who are present at this extraordinary general meeting. Motion to disband the organization signed by the proposed and seconded, shall be submitted in writing to the Recording Secretary.

Such a resolution shall give instructions that after all debts and liabilities have been met, the balance of monies left will be transferred to the Scholarship for Local Women at the University of Notre Dame, Saint Mary's College and Holy Cross College.

Those properties that are of historic value will be transferred into the care of the University of Notre Dame Archives until the organization can be reestablished.

Article XI. Rules

The rules contained in Robert's Rules of Order (Revised) shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

May 2023

POLICIES OF THE LADIES OF NOTRE DAME,

SAINT MARY'S COLLEGE AND HOLY CROSS COLLEGE

GENERAL POLICIES

1. At the death of a member of this organization or a member of her immediate family

- The President shall be notified as soon as possible.
- The President shall notify the Membership Chair, Corresponding Secretary and Email Coordinators to take the appropriate action.

- The Corresponding Secretary shall be responsible for sending condolences on behalf of the organization and contacting the Chaplain.

2. A Mass shall be offered for deceased members by the Chaplain.

3. In the event of serious illness of a member or their immediate family, the Corresponding Secretary shall send a note. In the case of a severe and prolonged illness of a member, several notes may be sent.

4. On appropriate occasions, congratulatory notes shall be sent to members by the Corresponding Secretary.

5. The organization shall not tolerate any form of discrimination based on race, creed, religion, age, color or disability. This list is not exhaustive.

6. We will not promote other organizations' fundraisers through our communication forums.

7. The Membership Chairs shall work closely with chairpersons of the various interest groups to see that all participants are members (have paid their dues). Each chairperson shall make it known to her group that all dues must be currently paid in order for a woman to participate. Names of Interest Group members will then be forwarded to the Membership Coordinator.

8. Neither the organization mailing list nor the Membership Yearbook shall be given out to non-members.

9. Members are to notify the Membership Chair of any changes in contact information.

10. The President may invite special guests (i.e., Chaplain, officers of the university or colleges, scholarship recipients, speakers, etc.) on behalf of the organization to its events. Any expenses incurred will be charged to the program budget.

11. The silver service and other properties shall not be lent.

Fiscal Policies

- The Fiscal Year for the organization shall be August 1 – July 31*. (*Changed 9/7/2023)
- The Treasurer shall present a budget to the Executive Board for approval at the beginning of the academic year.
- The sum of approximately Seventy Dollars (\$70.00) per year shall be allotted for the purchase of a gift for the outgoing President. The President-Elect or Past President shall be responsible for selecting the gift, which will be presented at the Annual Business Meeting.
- Funds from the Notre Dame Credit Union Savings Accounts may be withdrawn by the Treasurer only with the approval of the Executive Board.
- Before an outgoing Treasurer can turn over her books for auditing, all bills incurred under her jurisdiction must be paid and all dues collected for the current year must be recorded. The outgoing Treasurer must remain in office until the above stated duties are completed. Such activities shall be completed no later than June 30 of that year.
- The amount of annual dues shall be determined by the Executive Board, effective only upon the majority vote.

Organizational Policies

1. The President shall ensure that outgoing Board members meet with their replacement to exchange information and duties no later than mid-August.
2. The President may ask the Executive Board to suggest names for appointment on the Nominating Committee.
3. The President may ask the Executive Board for suggestions of new board members who shall be referred to the Nominating Committee.
4. Amendments to Policies consistent with the Bylaws may be adopted by the Executive Board at any regular meeting.

SCHOLARSHIP POLICIES

At least three scholarships shall be awarded each year, one each to a woman student at the University of Notre Dame, a woman student at Saint Mary's College and a woman student at Holy Cross College. The organization stipulates that these awards be given to local women. The organization will recommend annually the size of each award. The scholarships shall be funded by member donations, organizational funds, fundraising activities, and memorial gifts.

- Money raised by our organization's fundraising activities is to be equally divided among the three institutions.
- Scholarships will be distributed in each academic year.
- The scholarships are awarded annually and are renewable as long as the student recipients remain eligible.
- The respective Financial Aid Office of the three institutions does the screening, determines eligibility, awards stipends and manages the restricted accounts.
- Members and others can use the organization's Remembrance Cards to make scholarship donations in honor of or in memory of someone.

NEWSLETTER Policies

- The newsletter will be mailed to all members who have paid their dues within the past year and have requested a paper copy. Members who have paid their dues and have elected to receive electronic copies will receive them electronically. Members who fail to renew their membership will continue to receive all newsletters in the first year of delinquency and only the first newsletter in the second year.
- The newsletter will be sent to all Life Members.
- Newcomers will receive all newsletters in the first year and only the first newsletter in their second year if they do not become members. Former members, who have not paid dues in accordance with policy, will be removed from the master list and will not receive newsletters electronically or via First Class or Campus mail.

POLICY FOR CREATING A NEW INTEREST GROUP

The purpose of the interest group must not contradict the Bylaws of the organization. The new interest group must be in accordance with the missions of the University of Notre Dame, Saint Mary's College and Holy Cross College.

Procedures for submitting a new interest group proposal:

Step 1: Submit Prospective Interest Group Proposal

- The Chair for the new interest group should prepare the proposal.
- The Chair for the new interest group must be a dues paying member or a Life Member.

Step 2: Prepare proposal

A complete proposal must include:

- Name of Chair of the new interest group.
- Name of at least three (3) dues paying members or Life Members interested in joining the new interest group.
- Description of the purpose and scope of the new interest group.
- Tentative schedule of the new interest group events.

Step 3: When the proposal is completed, schedule a meeting with the Interest Group Coordinator to review your proposal.

Proposals which meet the stipulations for recognition will continue through the process as follows:

- The Executive Committee of the organization is notified by the Interest Group Coordinator that the proposal meets the stipulations and can be reviewed for inclusion in the sanctioned interest groups.
- The Executive Committee notifies the Interest Group Coordinator if the new interest group is approved or denied by written correspondence, either letter or email.

Reminders:

- Recognition of interest groups is at the discretion of the Executive Committee of the Board.
- One of the responsibilities of the Interest Group Coordinator is to assist members in the process of starting new interest groups.
- Do not hesitate to contact the Interest Group Coordinator with any questions or concerns.

POLICY FOR THE USE OF THE ORGANIZATION'S NAME AND/OR LOGO

Unauthorized use of the Ladies of Notre Dame, Saint Mary's College and Holy Cross College name or logo is prohibited.

Procedure for getting authorization to use the organization's name or logo:

Step 1: A dues paying member or Life Member should send a request in writing, either via letter or email, to the attention of the President of the organization.

Step 2: The purpose for which the request to use the organization's name or logo must not contradict the Bylaws of the organization. The use of the organization's name and/or logo must be in accordance with the mission of the University of Notre Dame, Saint Mary's College and Holy Cross College.

Step 3: The President will review the request and consult with the Executive Committee of the Board to determine if the request can be granted.

Step 4: The President will notify the dues paying member or Life Member of the decision of the Executive Committee of the Board in writing, either via letter or email, if permission to use the organization's name or logo is approved or denied.

APPENDIX

Information in the Appendix Section is intended to be helpful reference material. It should be changed whenever necessary to be consistent with the Bylaws and Policies, and does not need to be approved.

LND/SMC/HCC BOARD POSITIONS

ELECTED OFFICERS - Asked by the Nominating Committee and elected by members in spring

- President
- President-Elect
- Corresponding Secretary
- Membership Chair(s)
- Program Chair(s)
- Recording Secretary
- Treasurer
- Assistant Treasurer

APPOINTED BOARD MEMBERS – Appointed by the President

- Email Coordinator(s)
- Interest Group Coordinator
- Life Member Advisor(s)
- Newcomer Chairs
- Newsletter Editor
- Newsletter Circulation
- Parliamentarian
- Past President
- Volunteer Opportunities Coordinator

OTHER APPOINTED POSITIONS

- Auditing Committee (appointed in April)
- Chaplain
- Nominating Committee (appointed in December)

LND/SMC ORGANIZATIONAL STRUCTURE

<u>Executive</u>	<u>Members</u>	<u>Defined</u>	<u>Elected/Appointed</u>
Executive Committee:	Officers:	President President-Elect Corresponding Secretary Membership Chair(s) Program Chair(s) Recording Secretary Treasurer Assistant Treasurer	elected elected elected elected elected elected elected elected
	Life Member Advisors Parliamentarian Past President		appointed appointed appointed
Executive Board:	all of the above and... Appointed Board Members:		
		Interest Group Coordinator Newcomer Chair(s) Newsletter Editor Volunteer Coordinator	appointed appointed appointed appointed
	Chairpersons of Affiliated Activities:	Circulation Chair Digital Media Email Coordinators	appointed appointed appointed

May 2023