

**BYLAWS OF THE
HOLY SPIRIT CONFERENCE, KENNEWICK
SOCIETY OF ST. VINCENT DE PAUL**

ARTICLE I - NAME AND PURPOSE

Section 1 - Name. The name of the organization shall be Holy Spirit Conference, Kennewick. The Conference is a member of the Society of St. Vincent de Paul, Council of Yakima. It is a nonprofit organization incorporated under the laws of the State of Washington.

Section 2 - Purpose. The Conference is organized exclusively for charitable purposes to support individuals or groups who approach the Parish of the Holy Spirit, Kennewick, for assistance.

Section 3 – Conflicts with the Rule. In the event of any conflict between these by-laws and The Rule of the Society as explained in the American Manual, The Rule shall prevail.

ARTICLE II - MEMBERSHIP

Section 1 - Eligibility for Membership. Application for voting membership shall be open to anyone who supports the purpose statement in Article 1, Section 2. All memberships shall be granted upon a majority vote of the officers.

Section 2 - Rights of Members. Each member shall be eligible to appoint one voting representative to cast the member's vote in association elections.

Section 3 - Resignation and Termination. Any member may resign by filing a written resignation with the secretary. A member can have their membership terminated by a majority vote of the membership.

ARTICLE III - MEETINGS OF MEMBERS

Section 1 - Regular Meetings. Regular meetings of the members shall be held monthly, at a time and place designated by the president.

Section 2 - Annual Meetings. An annual meeting of the members shall take place in the month of October, the specific date, time and location of which will be designated by the president. At the annual meeting, the members elect a president, receive reports on the activities of the Conference, and determine the direction of the Conference for the coming year.

Section 3 - Special Meetings. Special meetings may be called by the president, or a simple majority of the officers. A petition signed by five percent of voting members may also call a special meeting.

Section 4 - Notice of Meetings. Notice of each meeting shall be given to each voting member, by announcement in the Parish of the Holy Spirit bulletin (or by email or by mail as requested by the member), not less than two weeks prior to the meeting.

Section 5 - Quorum. The members present at any properly announced meeting shall constitute a quorum.

Section 6 - Voting. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

ARTICLE IV - OFFICERS

Section 1 - Officers. The officers shall consist of a President, one or more vice presidents, a recording secretary, and a treasurer.

Section 2 - Term of Office for the President. The term of the President (the only elected officer) shall consist of one (1) three year term. The president may not succeed himself for more than one (1) additional term.

Section 3 - Appointment of Officers. The appointment of the new officers, or the re-appointment of the old officers shall be at the discretion of the incoming president.

Section 4 - Term of Office for the Officers. The term for the appointed officers shall automatically expire with the term of the president.

Section 5 - Replacement of the President. In the event it is necessary to replace the president of the Conference, the officer with the longest term of office will assume the duties of the president until the following annual meeting. During this term, a new election in accordance with these bylaws will be conducted. In the event that the longest term of office cannot be determined, the officers will conduct an election among themselves for an interim president.

Section 6 - Removal of Officers. Any officer elected or appointed may be removed by a two-thirds majority vote of the members present and voting whenever in their judgment the best interests of the Society would be served. This removal will be without prejudice and based solely on facts presented.

ARTICLE V - NOMINATIONS AND ELECTION

Section 1 - Appointment of a Nomination Committee. At least 90 days prior to the expiration date of his term of office, the president shall appoint a nominations committee consisting of three (3) members. It shall be the duty of the nominating committee to prepare a slate of candidates containing one or more nominees for the office of president of Holy Spirit Conference, Kennewick.

Section 2 - Presentation of Nominees. The nominating committee shall present the names of the candidates at a regular meeting of the Conference at least 15 days prior to the annual meeting.

Section 3 - Election. The election shall be by written secret ballot and the candidate receiving the majority of votes cast shall be declared the duly elected president. In the case of a tie between two or more candidates, the winner shall be declared by the toss of a coin.

ARTICLE VI - DUTIES OF OFFICERS

The duties of officers are as follows:

Section 1 - President. The president shall preside at all meetings, regular and special of the Conference, supervising and directing the activities of the Conference. He calls the meeting of the Conference, designating time and place. He appoints the officers of the Conference and the various committees and is a member ex-officio of all committees.

Section 2 - First Vice President. The First Vice President shall carry out the duties of the president in the event the president is unable to do so. If there is more than one vice president the president may assign to him such duties as he deems necessary.

Section 3 - Secretary. The Secretary shall prepare and keep the official minutes of all regular and special meetings. He shall handle Council correspondence as directed by the president. The secretary shall keep a compilation of all former minutes together with an index as to the dates of former elections, motions or particular events.

Section 4 - Treasurer. The Treasurer shall be responsible for collecting, banking and handling of council moneys and the payment of Conference debts as directed by the president.

ARTICLE VII - DELEGATES

Section 1. Selection of Delegates. The decision to send a delegate or delegates to meetings important to the Conference business shall be made by the Conference members convened for a regular or special meeting.

Section 2. Provisions for Expenses. Expense money for delegates shall be provided by recommendation of the officers and approval of the membership in regular or special meeting.

ARTICLE VIII - AMENDMENTS

Section 1 - Submittal. Any amendment to these bylaws must be submitted in writing at a regular meeting by a member of the Conference and seconded by another member.

Section 2 - Notification. The amendment will be voted on at the next meeting of the Conference only after each member has been notified in writing of the proposed amendment.

Section 3 - Approval. The amendment to be adopted will require a two-thirds vote of at least twenty five percent (25%) of the members present and voting.

CERTIFICATION

These bylaws were approved at a meeting of the members by a two-thirds majority vote on July 22, 2009.

Secretary

Date