



LEISURE VILLAGE WEST
1 BUCKINGHAM DRIVE
WILLOW HALL
MANCHESTER, NEW JERSEY 08759

To: Leisure Village West Association

From: Bernice Kropkowski, Secretary of the Caritas Guild

RE: Revised Copy of the Caritas Guild By-Laws and Constitution

Date: November 15, 2011

Attached is the revised copy of our By-Laws and Constitution approved by the membership at our regular meeting on November 15, 2011.

The following By-Laws were ammended to read:

Section B. Meetings:

7. In the event of the dissolution of the Caritas Guild, the Executive Board which holds office at that time will, at the final meeting of this Board, select the charity/charities that will receive all monies remaining in the Treasury after all the bills have been paid.

2011

THE BY-LAWS OF THE CARITAS GUILD

SECTION A. - DUES

DUES for each meeting shall be Three Dollars (\$3.00) a year payable at the regular September meeting.

SECTION B. - MEETINGS

1. The regular meetings of the guild shall be held on the **Third Tuesday** of each month at 2:00 p.m. in Encore Club House, Leisure Village West, except when members of the Executive Board agrees that this time is inconvenient for the members of the Guild. In such a case the Executive Board, in cooperation with the Recreation Office, shall set a date for the regular meeting.

2. A notice of all regular meeting shall appear on the "Creeper" in Leisure Village West and publicized in the Monthly Bulletin of Leisure Village West.

3. A special meeting of the guild may be called by the President or by majority vote of all members of the Executive board. Only the business for which such meeting is called shall be transacted.

4. The quorum for all regular and special meetings of the Guild shall be one-fourth (1/4) of the total membership of the Guild.

5. The vote of a majority of the members present at a regular meeting or special meeting of the Guild, provided that a quorum is present, shall be required for the adoption of a motion.

6. The meetings of the Executive Board shall be called by the President of the Guild or by majority vote of the members of the Executive Board. The quorum for such meeting of this Board shall be three (3) of its members. The vote of a majority of the members of the Executive Board present at a meeting of this Board shall be required for the adoption of a motion.

7. In the event of the dissolution of the Caritas Guild, The Executive Board which holds office at will, at the final meeting of this Board, select the charity/charities that will receive all monies remaining in the Treasury after

2011

THE CONSTITUTION OF THE CARITAS GUILD

ARTICLE I.

Section 1. - NAME

The name of this organization shall be "**Caritas Guild.**"

Section 2. - AIMS AND OBJECTIVES

The aims and objectives of the Guild shall be:

- (a.) *to support small charities of our choosing.*
- (b.) *sociability*

ARTICLE II.

Section 1. - MEMBERSHIP

Membership in the Guild shall be open to all residents of Leisure Village West.

Section 2. - DUES

Dues of \$3.00 shall be paid annually at the September meeting.

Section 3. - MEETINGS

The regular meetings of the Guild shall be held in Encore Club House, Leisure Village West, on the **third Tuesday** of each month at 2:00 p.m.

ARTICLE III.

Section 1. - OFFICERS

- (a.) The Officers of the Guild shall be:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Assistant Treasurer

ARTICLE III.

Section 1. - OFFICERS (continued)

- (b.) The term of office for each officer shall be one year, beginning with the **September** meeting. The same person shall not serve as President for more than two (2) consecutive years.
- (c.) If the office of President should become vacant before the expiration of the term of office, the Vice-President shall become President for the remainder of that term. Should a vacancy occur during the term of office of any of the other four officers, the vacancy shall be filled by a majority vote of the Executive Board.

Section 2. - EXECUTIVE BOARD

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Assistant Treasurer, the immediate three (3) past Presidents of the Guild and Chairladies of Standing Committees.

ARTICLE IV. - AMENDMENTS

Suggested amendments to this Constitution shall be submitted, in writing, to the President not less than **ten (10) days prior to a regular meeting of the Guild.**

At this regular meeting the President shall submit the proposed amendment(s) to the members present for a study and discussion. A vote shall be taken at the next regular meeting.

When a quorum is present a vote of two-thirds (2/3) of the members present shall be required for approval of each amendment. The amendment shall go into effect immediately after being passed.

ARTICLE VI. - EFFECTIVE DATE

The effective date of this Constitution shall be the date on which it is approved at a regular meeting of the Caritas Guild.

Original date of Approval:	April 22, 1975
Revised:	April 2, 1991
Revised:	May 4, 2004
Revised:	November 15, 2011