

CONSTITUTION AND BYLAWS

OF THE ST. JANE DE CHANTAL SODALITY GUILD

2025

ARTICLE I

NAME

This organization shall be called the De Chantal Sodality Guild of St. Jane Frances de Chantal Parish.

ARTICLE II

PURPOSE

The main purpose of the Sodality Guild is to glorify God and foster devotion to the Blessed Virgin by inculcating in the lives of its Members those virtues which adorned the life of our Blessed Mother. This will be achieved:

1. By promoting the development of spirit and unity within the Guild.
2. By Sodalists working together to become outstanding witnesses to Christ through example, using their energies and talents on behalf of the Church in accordance with her guidance and teachings, and on behalf of the Sodalist Community.
3. By working in consultation with the Moderator – for the good of the Parish
4. By working in affiliation with the Sodality Union of the Archdiocese of Washington whose objective is to unite the sodalities of the archdiocese through fostering a filial love of Mary, a shared life of prayer, and a deep concern for others.

ARTICLE III

SPIRITUAL BENEFITS

1. Special protection and grace from the Mother of Christ.
2. Mass at the first General Meeting of the year will be offered for all deceased Sodalists.

3. A Mass will be requested by the representative Members of the Sodality Guild after the death of a Member or her immediate family.

ARTICLE IV

MEMBERSHIP

1. General membership in the Sodality Guild of St. Jane Frances de Chantal Parish, is open to any woman who understands the purpose of our Sodality Guild (Bylaws Article II) and wishes to further its goals of personal spiritual growth and generous service to the Guild, the parish and the larger community.
2. For a deeper and lifelong commitment to Sodality, a woman may choose to become an Invested Member through a ceremony held within the context of a Sodality Mass. It is recommended, but not required, that a period of participation in Sodality activities and events precedes such an investiture to allow for a fuller understanding of the commitment being made.
3. The Membership is comprised of Units, Associates, and Junior Sodalists.
4. Unit Members shall be those women who belong to a group within the Sodality Guild and are faithful to the purposes and projects of the Guild. A Unit can consist of women of diverse age groups and interests.
5. Associate Members shall be those women who are not able to be or are not interested in being active in a Unit, but are, nevertheless, interested in supporting the purposes of the De Chantal Sodality Guild.
6. Junior Sodalists are young women, in grades sixth through eighth, willing to dedicate themselves to the purpose of the Sodality.

ARTICLE V

UNITS AND ASSOCIATES

UNITS

1. Each Unit shall have a chair and/or co-chairs. Units choose their own Chairs and any other such Officers as they deem necessary and determine their Unit's size and activities.

Each Unit should have a treasurer to assist with collection of dues from the Unit members.

2. Unit Chairs are encouraged to remain in Office for at least 2 consecutive years. The term can be extended with the agreement of the Unit members. The Unit Chair is to take office in June.
3. The Unit Chair, or her designee, shall attend Executive Board Meetings and report pertinent information at her Unit meetings.
4. If a Unit becomes inactive, it shall be the responsibility of the Chair to:
 - Notify the President of the Guild
 - Turn over to the Treasurer of the Guild all financial records and funds remaining.
 - Notify the Membership Committee Chair which members of the disbanded unit wish to be moved to active Associate Member status until such time as they rejoin a Unit should they so choose.
5. Each Unit is to provide membership dues to the Treasurer of the St. Jane's Sodality.

ASSOCIATES

The Associates shall have a Chair and/or co-chairs. The Chair shall attend Executive Board meetings and report pertinent information to the Associates, on a periodic basis. The Associate's Chair is responsible for collecting dues from the Associates.

ARTICLE VI

DUES

1. Annual dues will be \$5.00 for all members. This amount can be subject to change – depending on Sodality Union requirements and particular financial constraints. Additional dues to support specific objectives may be collected at the Unit level or by Associates.
2. Treasurers should strive to collect all dues by Oct. 31st.
3. The fiscal year of the Sodality Guild shall begin July 1 – to be consistent with the Parish.
4. Dues to the Sodality Union are to be paid annually by the Treasurer of St. Jane's Sodality.

ARTICLE VII

OFFICERS

1. The Pastor of St. Jane Frances de Chantal Parish – or his designate – shall be the Moderator of the Sodality Guild.
2. Officers shall be:
 - Co-Presidents
 - Prefect
 - Secretary
 - Treasurer

ARTICLE VIII

DUTIES OF OFFICERS

1. CO-PRESIDENTS
 - a. Shall serve as the Head of the Sodality Board and shall preside at all Meetings of the De Chantal Sodality Guild, performing such duties as ordinarily pertain to the Office.
 - b. Shall appoint Committee Chairs for the following events: Parish Giving Tree; Spring Event; and the Plant Sale. The Co-Presidents assist the committee chairs by setting expectations and being available to provide guidance.
 - c. Shall ordinarily preside at all Executive Board meetings.
 - d. Shall act as interface with the Parish Life Committee of the Parish Council – to facilitate Sodality assistance for large Parish functions.
 - e. Shall assist all new Officers with gaining an understanding of their responsibilities.
 - f. Co-Presidents shall have overlapping two-year terms.
2. PREFECT
 - a. Shall lead activities that contribute to the spiritual development of the members of the Sodality Guild.
 - b. Shall coordinate the distribution of ribbons and medals at Sodality Mass.
 - c. Shall be the steward of the Sodality Statue of the Virgin Mary.
 - d. Shall be responsible for sending Mass cards for deceased Sodalists or family members. The Prefect will coordinate Sodality attendance at funerals for Sodalists and close family members of Sodalists.
 - e. Shall form committees to organize the following events: Annual Communion Breakfast; Morning of Recollection; and any spiritual retreats. The Prefect will lead or serve on these committees.
 - f. In cooperation with the Membership Chair, the Prefect shall ensure that new members are invested on a periodic basis. In cooperation with the Membership Chair, the Prefect shall provide education about the meaning of Investiture.

- g. The position is for a two-year term.
- h. The Prefect shall be the point of contact for the Sodality Union of the Archdiocese of Washington and make sure that requests from the Union are addressed.

3. SECRETARY

- a. Shall keep a record of the Sodality Guild Minutes of the Meetings, a copy of the by-laws and other important records.
- b. Shall work with the Membership Committee Chair to keep up to date records of members of the Guild.
- c. Shall conduct any correspondence as requested by the Co-Presidents. Correspondence will be conducted primarily through electronic means.
- d. The position is for a two-year term.

4. TREASURER

- a. Shall be the custodian of the funds of the Sodality Guild, which shall be deposited in a bank account designated by the Moderator.
- b. Shall ensure that the Pastor's signature is on all Sodality accounts.
- c. Shall keep a record of the dues and proceeds of activities sponsored by the Guild. A monthly report shall be provided to the Executive Board.
- d. Shall provide required financial reports to the Pastor.
- e. The position is for a two-year term.

5. DUTIES OF OTHER POSITIONS SUPPORTING THE BOARD

A. HISTORIAN

As a service to the Board, the Historian will maintain custody of Sodality records including old programs, directories, pictures, etc. Shall also carry out other duties as assigned by one of the Sodality Co-Presidents to memorialize Sodality events and occurrences of note in order to maintain and update the history of Sodality. This position is appointed by the Co-Chairs. The Historian does not have voting rights.

B. MEMBERSHIP CHAIR

- a. Shall keep the Sodality website updated.
- b. Shall update the electronic copy of the Sodality Directory.
- c. Shall reach out to new parishioners, using contact information provided by the Parish Office, to determine their level of interest in joining Sodality.

- d. Shall be responsible for Sodality participation in the Parish Time and Talent Fair including scheduling on-site representatives at the Fair as well as providing advertising material.
- e. In cooperation with the Prefect, provide the written scripts and certificates for the Investiture of new Sodalists. The membership chair will provide the list of new Sodalists who are ready for investiture.
- f. Shall update a written brochure to be used as an informational document describing Sodality to potential Sodalists.
- g. Shall keep and update the list of deceased Sodalists.

This position is appointed by the Co-Chairs. The Membership Chair does not have voting rights.

ARTICLE IX

EXECUTIVE BOARD

1. The Executive Board is composed of the Officers, Unit Chairs, and the Associates Chairs. The Historian and Membership Chair may attend Board meetings. As noted above, the Historian and Membership Chair do not have voting rights.
2. The Executive Board is responsible for directing and correlating the general activities of the Sodality Guild and Units and for bringing before the Guild matters that require the attention of the members.
3. The Moderator shall have the right to veto recommendations of the Executive Board.

ARTICLE X

COMMITTEES

Special Committees can be appointed by the Executive Board to assist with organizing special functions, reviewing practices and/or fundraising activities.

ARTICLE XI

ELECTION OF OFFICERS

1. To encourage full participation in the nomination of candidates, the Executive Board will solicit suggestions from the general membership. Executive Board

openings are to be identified no later than February. Information on Board openings will be circulated.

2. The Co-Presidents shall serve overlapping two-year terms.
3. Any new Officers shall be announced at the last General meeting of the year.
4. All officers will serve for a two-year term. This term can be extended with the agreement of the Board.

ARTICLE XII

MEETINGS

1. The General Meeting of the Sodality Guild will be held three times each year.
2. The Executive Board shall meet monthly Sept. – May. Exceptions to this schedule can be agreed to by the Board.
3. Special Meetings of the Sodality Guild may be called by the Moderator, the Co-Presidents, or the Executive Committee by sending notice thereof to all Members.

ARTICLE XIII

AMENDMENTS

1. The By-Laws may be amended at any Board meeting by a 2/3 vote of the entire Board, excluding members who are not eligible to vote. Members attending virtually shall be included in addition to those attending in person. Proposed amendments shall have been circulated to the Units and Associates at least 2 weeks prior to the final vote taken at a Board meeting, in order to allow a reasonable period of time for review by the members. The changes shall be approved by the Moderator. Once approved, the By-Laws, as amended, should be made available to Sodality members.
2. Any action required or permitted to be taken by the Board may be taken without a meeting if a majority of the Board consents in writing through fax, mail, or electronic mail to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the Board shall be filed with the Minutes of the Board.
3. Robert's Rules of Order (revised) shall be the Parliamentary Authority in all cases not in conflict with these By-Laws.