



# St. Luke's Lutheran Church & School

Oakfield, WI

## Constitution and By-Laws of The Ladies' Aid Society

### I: NAME

The name of this organization shall be "The Ladies Aid Society of St. Luke's Lutheran Church."

### II: PURPOSE

The purpose and aim of this society shall be:

1. To increase and deepen the knowledge of its members in all matters of Christian doctrine and practice as it is taught in the Wisconsin Synod of the Lutheran Church.
2. To perform works of loving helpfulness within the congregation.
3. To perform works of loving helpfulness to various institutions and agencies in the church at large.
4. To do mission work both at home and in the church at large.
5. To further Christian friendship and sociability among the women of our congregation.

N.B. These aims and purposes are to be carried out in accordance with the teachings of Holy Scripture, with the Pastor assisting the Society in determining how this may best be done.

### III: MEMBERSHIP

Membership in this Society is open to any woman who is a communicant member of our congregation, and who is willing to subscribe to this constitution.

### IV: DUTIES OF MEMBERS

The duties of members shall be:

1. To attend the meetings of the Society regularly and to be punctual in attendance.
2. To pay monthly dues as set by the members.
3. To take lively interest in the work of the Society.
4. To be hostesses to the meetings of the Society and to serve on the various committees, such as the Sunshine Committee, the Serving Committee, and the like, whenever the records kept by the secretary, indicate it is their turn to do so. Those who cannot serve when it is their turn should send someone in their places.

### V: DISMISSAL OF MEMBERS

Records of attendance and dues payable will be reviewed by the officers. Whenever necessary, a report will be given to the Society. This is for active members only/ honorary members are not required to pay dues or attend meetings.

### VI: NEW MEMBERS AND RESIGNATIONS

New members may be accepted into the Society by vote at any regular meeting, such membership becoming effective upon reading and subscribing to of the constitution by said member.

A member may resign from the Society at any time by presenting her resignation either in person or through the President at any regular meeting.

### VII: DISSOLUTION

As long as there are six members of this Society that wish to continue in the upkeep of the society, this Society cannot be dissolved. In the event that dissolution shall take place, all property of this Society shall revert to St. Luke's Lutheran Congregation.

### VIII: MEETINGS

The Society shall hold its meetings monthly on the last Thursday of each month from August through May, with exceptions to be made whenever such exceptions are deemed necessary by the Officers. At the meetings, all members are requested to give their due attention and devotion to the lectures and to the business meetings.

### **IX: DUTIES OF OFFICERS**

The officers of this Society and their duties shall be:

1. **PRESIDENT:** The President is to preside at and lead the business meetings and is to command order and quietness. She is to appoint the necessary committees.
2. **VICE-PRESIDENT:** The Vice-president is to perform the duties of the president in the event of her absence.
3. **SECRETARY:** The secretary is to keep a full account of the business meetings and to submit the minutes for approval at the next meeting. She is to handle all the correspondence of the Society. She is to take the roll call and to keep an attendance record, and she is to keep the necessary records for the proper continuity of committee membership.
4. **TREASURER:** The Treasurer is to collect all dues and monies of the Society and keep a strict account of all income and expenses. She is to pay all the bills and expenses upon the order of the Society. She is to give a complete report at the annual meeting.

### **X: ELECTION OF OFFICERS**

The election of officers shall take place in the annual meeting in the month of May. All officers are to be elected by ballot. Common majority is enough to elect. All officers are to be elected for a term of two years, the president and vice-president, and the secretary and treasurer to be elected in alternating years. When an officer's term is up, she shall not be eligible for office until at least one year has elapsed. Elections may be postponed for reasons of insufficient attendance and the like, at the discretion of the officers. N. B. This constitution is to be read each year at the annual meeting.

### **XI: COMMITTEES**

Regular standing committees shall be the following:

1. **SUNSHINE COMMITTEE:** This committee shall consist of two to four ladies who shall be appointed to serve for three months. Its duties shall be to visit the sick, to remember the shut-ins, servicement, new babies and the like. A gift shall be taken at the discretion of the committee by voluntary contributions of member, apart from the regular dues. The Chairwoman of each retiring Sunshine Committee shall give a report of finances and work done during the three months of its service.
2. **SERVING COMMITTEE:** The Society considers its duty to offer help in serving a meal after funerals and other church functions. The Society will serve at weddings within the congregation upon request, at a fee set by the Society. The number of guests will be limited to one-hundred. Larger groups must be approved by the Society at a regular meeting. The manner of alternating this work among the members in the form of a serving committee shall be decided from time to time as experience may show is best.

### **XII: FINANCES AND MEMORIAL WREATHS**

The dues and other income of the Society shall be allowed to accumulate and then be used for purposes decided upon by the Society at any regular meeting. The Society shall give memorials to St. Luke's Congregation in memory of a deceased member of the *Society* and any other member of St. Luke's Congregation. The amount of memorials shall be determined by a majority vote of the members at a regular meeting.

### **XIII: AMENDMENTS AND CHANGES**

Amendments to and changes in this constitution can be made at a regular meeting and must be adopted by a vote of at least 2/3 of the members present. The proposed change must be presented at one monthly meeting and voted upon at the next meeting.

### **BY-LAW 1: HONORARY MEMBERS**

Any member of the Society, who feels that for reasons of age or health, she can no longer be an active member of the Ladies' Aid Society, shall by vote of the Society become an honorary member. She shall be entitled to all of the rights and privileges of the active members, but shall not be required to attend the meetings or to pay the regular dues.

June 20, 1984; Revised March 1995; Revised November 2001