

BY-LAWS OF THE BOARD OF DIRECTORS
OF THE ST. JAMES SOCIAL CARE PROGRAM

ARTICLE I ORGANIZATION

1. The name of the organization shall be The St. James Social Care Program.
2. The organization is a unit within the St. James Parish, which, for the purposes of fund raising, is a 501-c-3 organization.

ARTICLE II MISSION

St. James Social Care Program, rooted in the mission of Jesus, reaches out from St. James Catholic Church with specialized programs to meet the spiritual, social and physical needs of all who live in the surrounding community regardless of race or creed. Through these programs, Social Care provides compassionate support to improve the quality of life of those we serve.

ARTICLE III PURPOSES

The following are the purposes for which this organization has been established:

1. Provide food assistance to low income families within the surrounding community.
2. Provide for the social needs of the elderly in surrounding community.
3. Provide oversight for the administration of the Mother Salome Children's Project, which provides scholarships for disadvantaged children, regardless of their religion, allowing them to receive a quality Catholic Education.

ARTICLE IV BOARD OF DIRECTORS

The business of this organization shall be overseen by a Board of Directors consisting of [12] regular members, and two ex-officio members. Subject to attracting qualified candidates, it shall be the goal to maintain two board positions for representatives from each of the three sharing parishes which provide support to St. James Parish. The sharing parishes are St. Edna in Arlington Heights, Faith, Hope and Charity in Winnetka, and Our Lady of Perpetual Help in Glenview. Two board positions will be held by registered parishioners of the St. James Parish. The Pastor of St. James Parish and The Director of the St. James Social Care Office shall serve as ex-officio members.

The initial board of directors will be appointed by the Pastor of St. James Parish. Directors to be chosen for the ensuing years shall be nominated by a board committee formed for such purpose. The members of such committee

will consist of board members whose terms of office will not be up for re-election, along with The Pastor of St. James Parish and The Director of the St. James Social Care Office. Candidates shall be approved by a majority vote of the Board of Directors, and presented to the St. James Parish Council for ratification.

The term of office for each director shall be two years. Initially, 6 directors shall be appointed for 2 year terms, and 6 directors shall be appointed for a 1 year term, such that, the of terms of office of all directors shall expire on a staggered basis. The normal Term of Office shall begin on June 1st, and end on May 31st. Ex-Officio members shall serve on an on-going basis in conjunction with their positions as Pastor and Social Care Program Director.

The following shall be the duties of the Board of Directors:

1. Exercise oversight and accountability for the expenditure of funds.
3. Assist the organization in developing strategic plans.
2. Assist the organization in fund raising activities.
3. Assist the organization in promoting community and public awareness.
4. Assist the organization in gaining personal involvement through networking.

A quorum of members (over 50%) must be present at a meeting, and a majority vote by members in attendance are necessary to approve issues brought before the Board. The meetings of the Board of Directors shall be held regularly on third Thursday of each month. Meetings will not be scheduled in the months of August and December. Board meeting dates shall be subject to change based upon consensus agreement by Board members. Special meetings of the Board of Directors may be called upon advance notice to each Board member.

Each director shall have one vote.

The Board of Directors may make such rules and regulations covering its meetings as it may, at its discretion, determine necessary.

Unexpected vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year, and are subject to ratification by the St. James Parish Council.

The Board of Directors shall select from one of its members the following offices for a term of one year:

Chairman of the Board
Vice Chairman
Treasurer

Secretary

The Chairman of the Board of Directors shall be responsible for conducting business and shall appoint all committees, temporary or permanent.

The Vice Chairman shall be responsible for conducting the business of the Board in the absence of the Chairman.

The Treasurer shall work with the St. James Director of Social Care and the St. James Director of Stewardship for reporting the financial status of Social Care programs.

The Secretary shall be responsible for recording and reporting the minutes of the Board of Directors Meetings.

A Director may be removed when sufficient cause exists for such removal. Removal action will be determined by a vote of the Board.

ARTICLE V COMMITTEES

All committees of this organization shall be appointed by the Board of Directors and their term of office shall be for a period of one year, or less, if sooner terminated by the action of the Board of Directors. The Chairman of each Committee shall be a member of the Board of Directors. Appointed members of committees are not required to be Board Members.

ARTICLE VI ORDER OF BUSINESS

1. Roll Call.
2. Opening Prayer
3. Approval of the Minutes of the preceding meeting.
4. Report of the Pastor
5. Report of the Director of the Social Care Office
6. Reports of Committees.
7. Old and Unfinished Business.
8. New Business.
9. Adjournment.

ARTICLE VII AMENDMENTS

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than 50% members of the Board of Directors, and ratified by the St. James Parish Council.