



**SERRA CLUB OF WICHITA
CLUB NO. 30, DISTRICT 12-2
POLICY MANUAL**

Adopted June 5, 2024

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Date

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PREFACE

Governing Documents - Order of Precedence: The Serra Club of Wichita Governing documents, in order of precedence, consist of the Club Bylaws, Policy Manual and Officers Manuals.

Bylaws: The Club Bylaws is the principal governing document and shall be followed when and if other governing documents are in conflict.

Policy Manual: The Policy Manual, next in order of governance, describes and provides guidelines to the policies, committees, duties, and activities that are unique to the Serra Club of Wichita, and supplements the USAC and Serra International policy manuals. It is intended to provide guidelines to Club Officers and information to all members as to policy intent. Board approved motions that add to, delete from, or modify these policies will be noted in the minutes and the trustees shall include such changes at the next revision of this policy manual.

Officer's Manuals and Resources: The intent of the Officers' Manuals and Resources is to provide a copy of the Serra International Manuals and supplemental resources for officers to understand their assignments, duties and activities peculiar to our Serra Club of Wichita.

FOREWORD

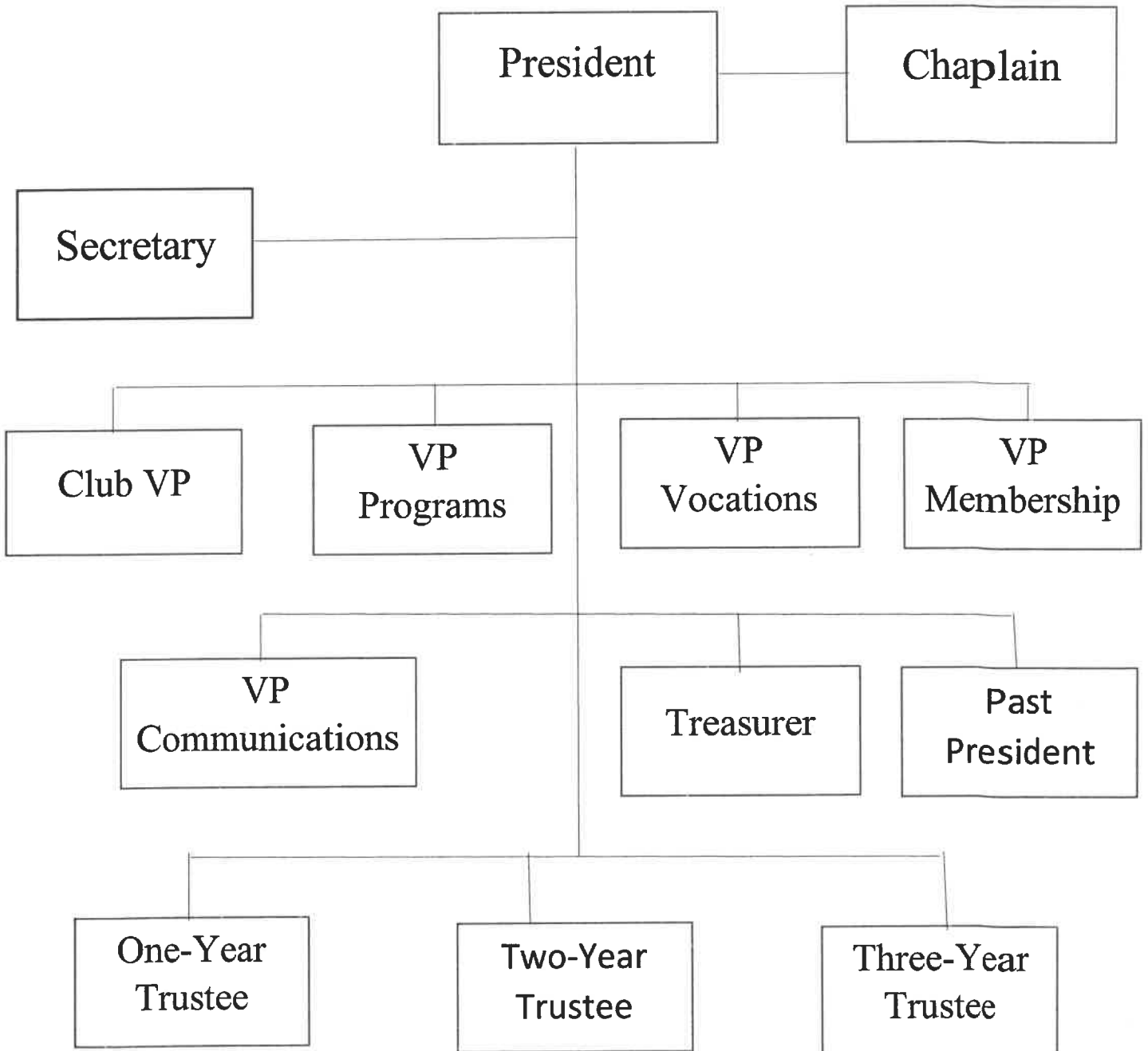
This Policy Manual is specific to the policies peculiar to the Serra Club of Wichita, Club 30 in District 12-2. It is under the purview of the Three Trustees who are charged with keeping it up-to-date and presenting any recommended changes to the Board of Directors for final approval. Further, the Trustees are charged with continual review of the club's policies to ensure that the Policy Manual is kept abreast of any changing, new or deleted policies.

AUTHORIZATION

The initiation of the Club Policy Manual was authorized and unanimously approved by the USA Canada Council in its regular meeting in January 1999. The SERRA CLUB OF WICHITA, KANSAS, thereby initiated the use of a Club Policy.

Serra Club of Wichita Organization Chart

May 18, 2022



I. GENERAL

A. Serra Club of Wichita Organization and Assigned Duties

1. The Serra Club of Wichita Organization Chart is included with the Preface. Detailed individual organizational charts may be shown in their respective officers' manuals.
2. Officers of the Serra Club of Wichita have assigned duties peculiar to this club. These duties are outlined later in this manual.

B. Officer Manuals and Resources

1. Respective officers' resources generally consist of three parts:
 - a. Part I. Latest Serra International Manual for their position. When officers assume their respective positions, they should verify that the manual obtained from their predecessor is the most recent version.
 - b. Part II. Serra Club of Wichita Supplement (if any). This resource would contain procedural information pertinent to that office that is peculiar to the Serra Club of Wichita operations.
 - c. Part III. Officer Notebook. This "current" resource would include new data as it develops that would be beneficial to posterity. Each club officer should maintain a notebook or other appropriate resource to hand on to the officer replacing them. The resource material would contain data that will help make the transition smooth and assist the new officer in the conduct of the office.

II. PUBLICATION POLICIES

A. Newsletters

1. All inputs to the monthly newsletter should be submitted to the VP Communications or his/her designee by the twentieth (20th) of each month preceding the month the data is to be published.
2. All members, especially Board of Directors members, are encouraged to submit material. Suitability of data shall be at the discretion of the VP Communications.

B. Publicity

1. VP Communications is responsible for all publicity pertaining to Serra Club activities, programs, etc.
2. VP Communications and this committee is encouraged to submit data for publication in the Catholic Advance, the club newsletter and in the Serra International and USAC publications.

3. The VP Communications is responsible for ensuring that the website is updated and kept current with appropriate entries.
4. Priesthood Sunday - On the last Sunday in September all Priests are to be honored through media announcements.

C. Governing Documents

1. Serra Club of Wichita Governing Documents consist of Bylaws, Policy Manual and Officers' Operations Manuals.
2. The three Trustees are responsible for reviewing and maintaining the Governing Documents and keeping them up to date. The one-year Trustee shall act as chair for Trustee meetings. The Policy Manual and Officers' Manuals can be updated at any time with the changes approved by the Board of Directors and one subsequent publishing in the newsletter. However, the trustees shall report, at least once per year, governing document status based on their review at the April Board of Directors meeting noting any recommended or required changes.

III. FINANCIAL POLICIES

A. Activities Sponsored by Other Serra Clubs

1. Members are responsible for making their own reservations for those events either by signup sheet or through the announced reservation person.
2. Meals for such events normally will be billed through our club. Costs for other activities may vary and will be billed through our club or be paid directly to the club sponsoring the activity, as announced prior to the event.

B. Non-budgeted Expenses

1. All non-budgeted expenses exceeding \$100.00 shall be approved in advance by the Board of Directors.

C. Payment of Bills

1. All checks issued for payment by the Club shall have the signatures of two authorized signers, typically, the President, or the Club Vice President and the Treasurer. When practicable, the Treasurer shall sign all checks but, in any case, the signatures of two authorized signers are required on all checks. Other officers may be appointed as authorized signers at the discretion of the Board. Recurring bills may be paid online instead of with a check.

D. Chaplain Expenses

1. The club shall assist the chaplain with actual expenses not to exceed \$1,500 to attend Serra International conventions if Chaplain desires to attend.

2. Financial support for the Chaplain attending other Serra related events will be at the discretion of the board of Directors.

E. President Expenses

1. The President shall be reimbursed for expenses up to \$1,000 to attend conventions and shall act as the voting delegate at these conventions.
2. If the President cannot attend, he / she will appoint a designee who shall act as the voting delegate and will be reimbursed for those expenses intended for the President.

F. Monetary Assistance to Individuals and Organizations

1. Requests for financial assistance that are submitted by Church related institutions within the Diocese of Wichita, the diocesan vocation office, the bishop's office, or by priests, sisters, brothers, seminarians, novices, or lay persons that fall within the Serra mission can be presented to the Board for consideration, which may fully fund the request, partially fund the request, or deny the request.

G. Fundraising

1. Any fundraising must be in accordance with the bylaws, approved by the Board of Directors and shall be used only for its intended, approved purpose.
2. Fundraisers by an individual, organization or individual representing an organization shall not be permitted at any club meeting or club sponsored function without prior approval of the Board of Directors.

H. Budgeting

1. The Treasurer shall present a budget for approval at the June Board of Directors meeting. The budget shall show a balance between income and expenditures. The Board of Directors will review the membership dues and establish the next year's dues assessment in accordance with the bylaws.
2. The budget must be approved by a majority of the Board of Directors.
3. The Treasurer shall present a budget status at each Board of Directors meeting, showing, but not limited to, monthly cash flow and ahead/behind status. Also, the Treasurer shall present a profit/loss statement for each social or extracurricular event.

I. Dues

1. Dues shall be billed in advance each quarter in the amount of \$85.00 per member and \$70.00 for spouse members. Dues are subject to change periodically in accordance with the approval process written in the bylaws.
2. USAC and Serra International dues shall be paid semi-annually.

J. Cash Flow and Carryover Funding

1. Budgeting should allow for a carryover of \$10,000 each fiscal year to preclude a negative cash flow position in the ensuing year.
2. Board consideration will be given to earmarking surplus over \$10,000 for Seminarian aid and other vocation related uses.

IV MEMBERSHIP POLICIES

A. Objectives and Purposes

1. The President, all officers and members should be kept cognizant of the requirements, objectives and purposes of the club as delineated in the club bylaws.

B. Removal of Board of Directors Member

1. Any officer of the club who is not fulfilling the duties of that office either by serious neglect or misconduct may be required to resign. Such action will be initiated by the President upon approval of a majority of the Board. The President, in consultation with the Board, will appoint another member to fill the resulting vacancy for the remainder of the term.

C. Expulsion

1. Any member whose prurient actions, behavior or lifestyle are deemed to not be in accord with the standards of the Church, and therefore not worthy of membership in the club, shall be reported to the Board who will consider the matter and take appropriate action, including expulsion, in accordance with the bylaws.

D. Termination

1. Members whose dues are thirty (30) days in arrears shall be notified in writing that their dues are in arrears and be reminded that payment of dues is a membership requirement. The members should be asked to pay the arrearage within 30 days or, in the event of an extenuating circumstance, to contact the club Treasurer to make reasonable arrangements to pay the arrearage. Quarterly dues are billed three (3) months in advance. Arrearage begins on the last day of that three (3) month period. The Treasurer will report dues arrearages and forbearance arrangements to the Board. The Board should take prudent action to terminate membership for nonpayment of dues when warranted.
2. Members who resign from the club should be asked to become a member of our "Friends of Serra" program.

E. Reinstatement

1. Any former member whose dues were current at the time of their resignation may request readmission to the club by submitting a membership application to the VP

Membership or another officer of the club. The application will be reviewed and processed in accordance with the reinstatement policy written in the bylaws.

F. Prospective Members

1. All club members are encouraged to bring prospective members to our regular meetings, without charge to the members.
2. Prospective members should be limited to only one complimentary meeting invitation.
3. Application forms for prospective members must be signed by the prospective new member, sponsoring member and have the approval of the applicant's pastor before being submitted to the Board for consideration.

G. Emeritus Membership

1. Emeritus members are defined as those long-time members who are unable to attend regular club meetings or functions as defined in the bylaws.

V. CLUB RELATIONSHIP POLICIES

A. Relationship to Bishop and Vocation Director

1. The Bishop and Vocation Director should be given an open invitation to attend regular meetings.
2. In June of each year, or other practicable time, the President shall contact the Bishop's office to make him aware of items and activities on the fifteen-month calendar, and offer to meet with him to discuss questions, issues important to the Bishop and/or the Diocesan Vocation Office as relates to our mission and to receive and discuss suggestions the Bishop may have for the upcoming year. The President, Club Vice President and Vocation Director or their respective designees would attend such a meeting and a coordinated effort would be made to include the district governor and the respective leadership counterparts from the Wichita Metro Club and Reno Serra Club in such a meeting.
3. Certain club functions should be coordinated with the bishop's calendar to ensure he is available for those special functions which he normally attends, i.e. golf outing and/or dinner sponsored by Metro Club, seminarian dinners, sister appreciation dinner and the Christmas party sponsored by our club.
4. The bishop's calendar also should be coordinated to include the invitation for him to say Mass at the sixth (6th) grade vocation fair, sponsored in alternate years by the Metro and our club.

B. Relationship to USAC and Serra International (SI)

1. The officials of USAC and Serra International shall be accommodated when visiting our club and invited to speak at one of our regular luncheon meetings. The President shall arrange for their accommodations, but not be responsible for their expenses.

VI. PERSONNEL POLICIES

A. Succession of Board of Directors Members

1. If the President is unable to fulfill his term of office, the Club Vice President shall stand in for the President and will stand in until a new President is elected and sworn in. If, for some reason, the Club Vice President cannot stand in for the President, the immediate Past President will be asked to complete the term.
2. If the Club Vice President is unable to fulfill his/her term of office, the President shall appoint a replacement to complete that term as approved by the Board of Directors and the nominating committee for the ensuing term would nominate candidates for both the President and Club Vice President.
3. Should any other officer, with the exceptions of the trustees, become unable to fulfill their elected term, the President will appoint, with Board of Director's approval, a replacement to complete the respective term.
4. If any trustee is unable to complete the elective term, no replacement will be appointed. The President will assign that trustee's duties to one of the other trustees. The nominating committee will make the required number of nominations to ensure a full complement of Trustees in the ensuing year.

B. Serran of the Year

1. This selection should be made annually by the President and the two immediate past club Presidents. If one of the two immediate Past Presidents is unavailable, the Past President immediately preceding will replace that Past President. Selection of the Serran of the Year should be based on the immediate past calendar year's accomplishments with consideration given to cumulative accomplishments:
 - Active Serra Club member.
 - Has contributed to Serra Club in a significant way.
 - Contributed to the Catholic Church in a significant way outside Serra Club.
 - Has displayed some special characteristic, gift of virtue worthy of public recognition by Serra.
2. The Serran of the Year award should be given appropriate recognition at the Spring Installation Dinner or, if unfeasible, at another meeting or event.

3. The VP Communications should ensure that this recognition receives publicity/write-up with attendant photo in the club newsletter and other media such as the Catholic Advance.

C. Board of Directors Nominating Committee

1. In conjunction with Article VI Section 11 of the club bylaws, the nominating committee will consist of 3-5 members selected by the President, who will chair the committee. Selections will be made from, Club Vice President, the immediate past two (2) Presidents and Trustees. If either of the two immediate Past Presidents is unavailable, the President may appoint another Past President or current or past Trustee to form the committee.

VII. OFFICERS, TRUSTEES AND THEIR DUTIES

NOTE: Refer to articles IX and X as complementary to this Article.

A. President

1. In addition to the duties described in the club bylaws, the President will encourage all officers to attend Board of Directors and regular membership meetings and serve as focal contact point for social events sponsored by Metro and / or Reno Serra Clubs.
2. Encourage all officers and incoming officers to take advantage of training sessions when available. .
3. Encourage attendance at District, Regional, USAC and SI conventions.
4. Give, or have appointed delegate give written and/or oral report on SI convention.
5. Keep general membership meeting (lunch, announcements and speakers) under one (1) hour and fifteen (15) minutes. Open meeting promptly at noon.
6. Serve as or appoint an alternate voting delegate to all conventions.

B. Club Vice President

1. In addition to the duties written in the club bylaws, the Club Vice President, with volunteer and committee assistance, should be in charge of regular luncheon meetings and coordinate ordering food for these meetings from the designated caterer. Also, to be in charge of social events and ensure attendance records are kept for all special functions (other than regular membership and Board of Directors meetings) and that Treasurer charges for all cancellations not made by deadline, and for no-shows.

C. Vice President Programs

1. In connection with the general duties written in the club bylaws, the VP Programs should schedule program speakers to speak for approximately twenty minutes at the general membership meetings to assist in keeping meetings timely.
2. Present appropriate, discretionary gifts of appreciation to speakers.
3. Maintain historical record of speakers. At end of term, provide list to incoming VP Programs, the Secretary and three-year trustee, who acts as historian.

D. Vice President Communications

1. Publish a newsletter monthly and include articles of interest, biographies of new members and intro-biographies of coming months' speakers.
2. Solicit typed copies of articles/data from club members as well as sending notices of special member and or club anniversaries and pertinent articles to USAC and SI for publication in The Serran magazine.
3. Implement good public relations by appropriate publicity in pertinent publications/media.

E. Vice President Membership

1. Should schedule at least one "Come and See" recruitment meeting each year and schedule at least one new member orientation meeting each year.
2. Presents applications for membership to the board of directors for consideration.
3. Orders name badges for new members and presents the Welcome Packet that includes the membership pin and Serra Handbook to new members during a general meeting.
4. Order new member pins, incoming officer pins and Past President's pin each year for Spring Officer Installation/New Member Induction Mass and dinner. Coordinate with the Treasurer in advance to determine funds availability and payment.
5. Ensure that membership committee has a retention program.

F. Vice President Vocations

1. In connection with the primary purpose of the club and duties described in the club bylaws, the VP Vocations should encourage the regular inclusion of vocation related topics at meetings.

2. Become familiar with the officer's manual provided by Serra International for Vice Presidents of Vocations and implement and organize vocations related activities accordingly.
3. Serve as general chair of vocation committees which include vocation Masses, Thirty-One Club, sixth grade vocation fair, Seminarian Big Brother/Sister program, prayer for priests and prayer for sisters programs, parish vocation team programs, if active, and other new and existing vocation related programs.

G. Secretary

1. Secretary shall record minutes at all Board of Directors meetings and distribute these minutes to all Board of Directors members in a timely manner. Secretary should also maintain three (3) years of minutes in his/her possession, transferring older records to club historian, the three (3) year trustee.
2. Coordinate with Treasurer and VP Membership in keeping membership roster up-to-date and keep VP Communications abreast of current members and their addresses for newsletter distribution (including Friends of Serra).
3. Secretary should ensure that a member contact committee is established and kept up to date, coordinating their activities.

H. Treasurer

1. The Treasurer will fulfill the duties delineated in the bylaws and will perform the specific actions outlined below.
2. In connection with dues payments to SI and USAC, Treasurer will report additions and deletions of members including a specific report of deaths of members. Any memorial contributions on behalf of deceased members to Serra Foundation or other charitable fund will be paid at the discretion and direction of the Board.
3. Treasurer will prepare a general budget for the club and will prepare other financial reports showing income and expenses and over/under budget data for the general operations of the club and specific club events.
4. Treasurer shall prepare checks for payments of club expenses for signature by authorized signers and will perform other duties normally associated with this office.
5. Send quarterly dues billings and past due statements to members and send annual donation billings to Friends of Serra.

I. Trustees

NOTE: Trustees should be elected who have previous Board of Directors experience. They should be the resident wisdom of our club and should act in an advisory capacity to the President.

1. All Trustees. Keepers of governing documents.
2. One-Year (Final Year) Trustee. Principal duties are Dinner-for-Eight program, chair for governing documents review, and parliamentarian.
3. Two-Year Trustee. Principal duties are Thanksgiving cards to retired sisters and coordinator for Unbound (formerly CFCA)
4. Three-Year (Initial Year) Trustee. Principal duties are maintaining Prayers for the Sick program and Club Historian.

J. Chaplain

1. The Bishop of the Diocese appoints the Chaplain.
2. The Chaplain should preside over the program of installation of incoming officers and induction of new members and preside at Mass prior to program.
3. Provide Chaplain's spiritual message at general membership meetings.
4. Keep membership current and knowledgeable on Diocesan news as well as Catholic doctrine.

K. Immediate Past President

1. Act as Serra International (SI) Foundation Representative.
 - Collect donations from members volunteering contributions.
 - Keep records of contributors.
 - Coordinate with SI to ensure that members who may have contributed directly to SI foundation are accounted for, and records agree.
 - Should be presented with a Past President's pin at Spring Installation of Officers Dinner.
2. Act as Friends of Serra (FOS) program coordinator.
 - Maintain records of all FOS members including name, date joined, amount donated, address, telephone number, email address if applicable, parish belonging to and sponsor.
 - Send thank you letter to new FOS member as soon as practicable, reminding of their benefits.

- Ensure that VP Communications has the information necessary to electronically send a monthly newsletter to all FOS members.
 - On each FOS member's anniversary date, send a letter thanking for past year's participation and reminding them of anniversary renewal date.
 - FOS membership application is shown in the appendix.
3. Handle promotion of the Msgr. Thomas McGread Seminarian Endowment Fund and other diocesan endowment funds that support religious vocations.

L. Past Presidents

1. Immediate two (2) Past Presidents will participate as core members of the Board of Directors nominating committee.
2. Immediate two (2) Past Presidents participate with the current President as members of the outstanding Serran of the Year selection committee.

VIII. SPECIAL PROGRAMS

A. Friends of Serra (FOS)

1. To become a Friends of Serra (FOS), requires completion of a Friends of Serra application, and a donation of \$100 per year.

Friends of Serra are entitled to:

- Receive monthly newsletter electronically.
- Attend any regular luncheon meeting by paying the cost of the meal.
- Attend any activity or function sponsored by our Serra Club by paying the cost of that function.

B. Serra International Foundation

1. Donations from our club are off budget and are on an individual basis. Donations are collected by the club's Foundation Representative (in our club the Foundation Representative is the immediate Past President) and forwarded to Serra International.
2. Objective of Serra International Foundation is:
 - To assist Serra International in the fulfillment of its objectives.
 - To give financial aid to programs that foster and promote vocations to the ministerial priesthood of the Roman Catholic Church as a particular vocation to service.
 - To develop appreciation of the ministerial priesthood and all vowed religious vocations to the Catholic Church.

C. Unbound (formerly CFCA)

1. Members of our Serra Club voluntarily sponsor seminarians supported by the Vocation arm of Unbound who sponsors seminarians overseas. The support is on an individual basis. Our goal is to have enough individual contributors to ensure sponsorship of one seminarian each year.

IX. COMMITTEE POLICIES

A. Standing Committees (Committee Size)

The Vice President in charge of each standing committee will have a volunteer Serran assigned to oversee that activity each July 1 for the following Fiscal Year.

Programs

- Assist with Planning/Scheduling Program Speakers. This task is ongoing. (1-2)\

Vocations

- Big Brothers/Sisters (BBBS) Yearly Assignments. - Sept and October- Receive list of Seminarians from the Diocese in early September. Ensure those Serran BBBS who had seminarians assigned last year who are continuing with their discernment process wish to continue with last year's assignment. Promptly assign the available seminarians to those who wish to be BBBS. Send an email or letter to each BBBS with his seminarian assignment. Send a letter to each Seminarian with his BBBS assignment. Samples of both letters are available. Once each month at a membership meeting, remind members to communicate with their little brother and announce seminarian birthdays for the upcoming month. (1)
- Each year in late February or early March, the Downtown and Metro Serra Clubs schedule and host two vocation fairs in Wichita for all sixth-grade students in the Wichita area. In even years, the Metro Club leads the activity with the assistance of members of both clubs, and in odd years, the Downtown Club leads the activity. The new Serra Club in S.E. Kansas is now conducting their own fair and the Wichita Serra Clubs are not involved in this one anymore.
- Mass and Prayer Logistics
 - Evening of Prayer for Priests: Procure a church venue, deacon or prayer leader and booklets to distribute. This event normally is conducted the day after Ash Wednesday.
 - Prayer for Priests Program: Coordinate specific Serrans to pray for Priests so that every Priest in the Diocese is prayed for.
 - 31 Club: Each day of the month should have an assigned Serran to pray for Priests, Sisters, and Seminarians. Communicate with each assigned Serran periodically to remind them of their commitment.
 - Monthly Mass for Vocations: Contact the Cathedral Administrator to reserve the noon Mass for the 4th Wednesday of every month for Vocations. This contact should be in January of each year for the following fiscal year. The club will donate \$100.00 for each years' Masses. (2-4)
 - Seven Serrans Prayer Team: Procure and assign 7 volunteers to pray for our Diocesan Vocations Director, one volunteer for each day of the week.

Membership

- Club Directory: Assist with updating membership information and annual printing of directory with online updates. (1-2)
- Recruitment and Retention (2-3)
 - Come and See presentations.
 - Induction and orientation of new members.
 - Member contact committee to call, email, or text members to remind them of meetings and events and encourage them to attend.
- Name Badges: Distribute and collect badges at meetings and log attendees and count. (1)

Communications

- Newsletter Assistant: Solicit and write articles for the newsletter. This task is ongoing. (2-3)
- Photography: Take photos at meetings and events for inclusion in the newsletter. This task is ongoing. (2)
- Social media: Update and maintain the club website. Investigate and possibly initiate getting the club on social media. This task is ongoing. (2-3)

Finance

- Financial statements and budgets. (1)

B. Special Committees

1. Social Events

- Event Reservation/Registration: Accept & track reservations for Rite of Candidacy dinner (Late July), Sisters' Appreciation dinner (late October), Christmas party (mid-December), provide list to Name Tag volunteer, & assist at each event with name tag distribution. Provide reservation list to Treasurer for billing. (1)
- Event Name Tags: Print name tags for the above events and assist at each event with name tag distribution. (1-2)
- Event Social Beverages: Provide beer, wine and hard liquor, mixers, cups, napkins, etc. at each of the above events. (3)
- Event Table Decorations: For each of the above events (1)
- Event Invitation Creation and Printing: Provide invitations for Sisters' Appreciation dinner and Christmas Party. (1)
- Desserts for Candidacy Dinner: Plate desserts provided by Serrans at this event. (1-2)
- Table Decorations and Cloth Cleaning and Tabling: Provide table decorations & clean tablecloths for membership meetings (1)
- Food Ordering, Disposal and Cleanup: Arrange for disposition or disposal of food, empty meeting room trash containers and take trash to dumpster.

2. In addition to the above committees, the President may appoint any special or ad hoc committee to serve a specific assignment.

C. Committee Assignments

1. All active members should serve on at least one committee.
2. Committee assignments should be on a voluntary basis as first priority, else the President will assign members to a committee.
3. When the President assigns a member to a committee, the President should notify the VP or General chairman of that committee. The VP or General Chairman should, in turn, contact the assigned member to notify member accordingly.
4. The President shall be an ex-officio member of all committees.

X. MEETINGS

A. General Membership Meetings

1. General membership meetings shall be held semi-monthly on the first and third Wednesdays of each month at noon with a meal served. Exceptions to this policy are when the meeting is replaced by the June Golf Outing, Seminarian Dinner, Sister Appreciation Dinner, Christmas party and Spring Installation of Officers/Induction of New Members Mass and dinner in conjunction with the other diocesan Serra Clubs and/or other exceptions deemed appropriate by the board.

B. Board of Directors Meetings

1. The Board of Directors will meet monthly in accordance with the bylaws. One meeting per year should highlight membership retention. One meeting per year should highlight vocation work.

C. Meeting Conduct

1. The President should preside at all regular and Board of Directors meetings.
2. When the President is unable to preside at a meeting, the Club Vice President should preside. In succession after the Club Vice President, presiding officers would be; immediate Past President, one-year Trustee, two-year Trustee and three-year Trustee.
3. If none of the officers in 2. above is available to preside, the meeting will be cancelled and reconvened by the President.

D. Special Club Meetings

1. One regular meeting each year, should include a report on, "The State of Serra Club of Wichita" including, but not limited to:
 - Financial analysis of past year.
 - Membership status (gain/loss of membership, etc.)
 - Special accomplishments during the year.
 - Items started but not completed.
 - Any other items pertinent to Serra Club

2. A Come and See recruitment meeting should be held once per year. This meeting should include, but is not limited to: History of Serra International and SI Foundation, USAC and Serra Club of Wichita; where dues money goes; ie. SI and USAC dues and relationships between SI, USAC and our club; the various activities of our club, etc.

Serra Club of Wichita

SI and USAC Contact Information Appendix

Serra International (SI) is a worldwide Catholic lay organization whose objectives are to; foster and promote vocations to the ministerial priesthood; to encourage and affirm vocations to consecrated religious life; and to assist members to recognize and respond in their own lives to God's call to holiness in Jesus Christ and through the Holy Spirit. SI is the only Catholic lay organization aggregated to a primary pontifical work, "The Pontifical Work for Priestly Vocations." SI recognizes the beneficial role of national and regional councils. Among the worldwide councils, Serra Council for the United States, USAC, serves SI ensuring more effective extension of the Serra apostolate within its defined territory. More specific information about SI and USAC can be found on their websites referenced below.

Contact Information:

Serra International
333 West Wacker Drive
Suite 500
Chicago, Ill. 60606
+1 (312) 419-7411
www.serrainternational.org

USA Council of Serra
333 West Wacker Drive
Suite 500
Chicago, Ill. 60606
+1 (312) 419-7411
www.serraus.org

SERRA CLUB OF WICHITA

COMMITTEE CHAIRMANSHIPS

ACTIVITY	PRES	CLUB VP	VP PROG	VP VOC	VP MEM	VP COM	SEC	P PRES	TRSTEES	TREAS	Comments
BOD Nominating Cmtee	X							2 PP's			BOD=Board of Directors
Calling Committee							X				
Christmas Party		X									
Club Directory					X						
Day of Reflection	X										
Dinner for Eight									1 Yr		
Finance										X	
Friends of Serra								X			
Golf Tournament (Metro)								X			
Governing Documents	X								ALL 3		Bylaws, Policy Manual
Historian									3 Yr		
Masses				X							
Membership Drive					X						
New Member Orientation					X						
Newsletter/ Publicity						X					
Outstanding Seran	X							2 PP's			
Parliamentarian									1 Yr		
Prayer for Priest Program				X							
Prayers for the Sick									3 Yr		
Preside at Meetings	X										
Programs			X								
Sem. Big Brothers /Sisters				X							
Seminarian Rite of Candidacy		X									
Sem. Endowment Funds								X			
Serra Foundation								X			
Sister Appreciation Dinner		X									
Sister Thanksgiving Cards											
Sixth Grade Vocation Fair				X					2 Yr		
Spring Party		X									
31 Club				X							
Unbound											
World Day of Prayer	X								2 Yr		

**SERRA CLUB OF WICHITA
FRIENDS OF SERRA APPLICATION**

NOTE: Please print information except for signatures.

Candidate _____
Last Name First Name MI Spouse Name

Home Address _____
Street City State Zip

Telephone # _____ Cell # _____ Email _____

Employment _____ Position _____

Parish _____ How Long in Parish? _____

Pastor _____ How Long in Wichita Diocese? _____

Please accept my \$100.00 to help Serra in their work of fostering vocations to the Priesthood and Vowed Religious Life. I would like this donation to be used as follows:

Serra Continuing Vocations Work _____

Msgr. McGread Endowment to support Seminarians _____

I understand that as a Friend of Serra, I am entitled to:

- Receive Serra Club of Wichita monthly newsletter electronically.
- Attend any regular luncheon meeting by paying the cost of the meal and notifying the Club Treasurer.
- Attend any activity or function sponsored by our Serra Club by paying the cost of that function and notifying the Club Treasurer.

Friend of Serra Applicant Signature Date

Sponsor Name (Please Print)

Sponsor Signature Date