

SORROWFUL MOTHER CHURCH FOOD PANTRY WHEATFIELD, INDIANA

*“I was hungry and you gave me food,
I was thirsty and you gave me something to drink”
Matt 25:35*

BOARD OF DIRECTORS

BYLAWS

In early 2010, the Mission Committee and Helping Hands began a modest Food Pantry to serve the Wheatfield area. This activity has grown beyond all expectations and has evolved to the point that a formal organization is needed to provide guidance and oversee the operation of the Food Pantry. The Board of Directors will work under these Bylaws.

Name

The name of the Food Pantry is the **Sorrowful Mother Church Food Pantry** and is usually referred to as the “Food Pantry”.

Limitations

The Food Pantry is currently associated with the United States Department of Agriculture through the Feeding America program and is a recognized agency of Food Finders Food Bank in Lafayette, IN. The Food Pantry receives federal commodities through The Emergency Federal Assistance Program (TEFAP). The Food Pantry is in agreement with and is operated according to the regulations of these organizations. The amount of food supplied by these organizations is substantial and constitutes over 80% of the food distributed by the Food Pantry. The Board of Directors is limited to these regulations and may exceed them but may not ignore nor violate these agreements.

Organization

The Board of Directors will be organized by the Food Pantry Director and the Bylaws of this group will be presented to the Parish Council and the current pastor of Sorrowful Mother Church for consideration and approval. Once the Board is established and the Bylaws accepted, the Board will continue until such time as the Food Pantry is no longer operational. The pastor of Sorrowful Mother Church is the final authority for the Board of Directors and the Food Pantry.

Membership

The Board of Directors will be an organization of at least seven members that are actively involved with the Food Pantry. Each member will serve a three year term. Individuals interested in becoming members will present their request to the Board and the Board

will decide by majority vote on their membership. Parishioners of Sorrowful Mother Parish must always hold the majority of seats. The current pastor and the Food Pantry Director will be permanent members. At least one member must be an active volunteer with the Food Pantry besides the Director. Three of the seats will be specified as liaison seats and all others will be at large. The parish organizations with liaison seats shall choose their own members and the Board will not vote on their inclusion.

Specified Membership

At least one member of the Board of Directors shall be a member of the Parish Council and will act as a liaison for that group.

At least one member of the Board of Directors shall be a member of the Helping Hands and will act as a liaison for that group.

At least one member of the Board of Directors shall be a member of the Mission Committee and will act as a liaison for that group.

If the organizations listed above do not have an interest in having a liaison with the Board of Directors, that seat will remain vacant. If a parish organization not listed above wishes to have a formal liaison with the Board of Directors, the seat may be established by amending these bylaws.

Meetings

The Board will meet regularly to share information on current operations, plan for the future and provide guidance. A time and place for the meetings will be chosen based on the mutual convenience of the members. Regular meeting dates will be published in the parish bulletin. If at all possible, an agenda will be made available to all Board members before the meeting. All meetings will be open to members of the parish and their guests.

The meetings will be chaired by an elected officer and follow recognized rules of parliamentary order. A simple majority is sufficient to pass motions unless noted in these bylaws or decided by vote by those in attendance. Only Board members may vote on motions.

Board Officers

The Board will elect from their members a chair, secretary and treasurer. Officers will serve for one year. These officers will have the following duties for the Board and the Food Pantry:

Chair The Chair of the Board of Directors will call and conduct meetings, provide leadership for the Board and meet regularly with the pastor. The Director of the Food Pantry is eligible to become the Chair but is not required to do so.

Secretary The secretary of the Board of Directors will take official minutes at the meetings, provide a summary of those minutes for the parish bulletin, and will provide the necessary correspondence for the Food Pantry including thank you letters that recognize donations to the Food Pantry.

Treasurer The Treasurer of the Board of Directors is also the treasurer of the Food Pantry. This individual will make a monthly report to the Board, keep accurate records of all donations to the food Pantry and pay and record all bills incurred by the Food Pantry.

If the Board of Directors decides to add officers, they may do so by amending these bylaws.

Amending the Bylaws

These Bylaws may be amended in the following way:

An amendment is proposed at one meeting. The amendment will be discussed and tabled to a meeting at least thirty days in the future for a vote. A 2/3 majority is required for an amendment to pass.

When an amendment is passed, the wording of the Bylaws will be altered to reflect the approved amendment and made available to all Board members by the next meeting.