BYLAWS OF
THE FORGE
A CATHOLIC NON-PROFIT ORGANIZATION
IN SPRINGFIELD, ILLINOIS

ARTICLE I — NAME AND PURPOSE

Section 1 — Name: The name of the organization shall be THE FORGE.

Section 2 — Authority: THE FORGE shall be a ROMAN CATHOLIC Apostolate focused on evangelizing young adults under the pastoral leadership of the Pastor of the Cathedral of the Immaculate Conception. It shall be a group open to those meeting the requirements for membership, not geared toward a specific parish, but shall be home-based out of the Cathedral as the Mother Church of the diocese.

Section 3 — Purpose: THE FORGE is organized exclusively for fraternal, social and catechetical purposes.

The purpose of THE FORGE is:
· promote and spread the Gospel of Jesus Christ;
· engage young adults ages 18-39 in the greater Springfield area;
· build a network of young adults who actively live their faith; and
· encourage greater involvement by young Catholics in the Church.

ARTICLE II — MEMBERSHIP

Section 1 — Eligibility for membership: membership is open to any Catholic, ages 18-39. Non-Catholics are encouraged to attend the organization’s activities but are not eligible for membership as to ensure that THE FORGE remains a Catholic Apostolate promoting the Catholic Faith.

Section 2 — Annual dues: Dues will not be collected as a requisite for membership. There may be from time to time a need for a collection of funds to help fund certain activities—but this shall be on a voluntary basis.

Section 3 — Rights of members: Each member shall have a voice in the group’s activities and outreach.

Section 4 — Resignation and termination: Any member of THE FORGE can chose to relinquish duties and other responsibilities at any time, and oversight of membership shall fall to the group’s Co-Chairs.

Section 5 — Non-voting membership: The Pastor of the Cathedral of the Immaculate Conception will serve as a non-voting member. The board shall have the authority to establish and define non-voting categories of membership.

ARTICLE III — MEETINGS OF MEMBERS

Section 1 — Regular meetings: Regular meetings of the members shall be held quarterly, at a time and place designated by the chair.

Section 2 — Annual meetings: An annual meeting of the members shall take place in the month of August, the specific date, time and location of which will be designated by the chair. At the
annual meeting the members shall elect advisors and officers, receive reports on the activities of
the group, and determine the direction of the group for the coming year including setting goals
and planning events.

Section 3 — Special meetings: Special meetings may be called by the chair, the Executive
Committee, or a simple majority of the Board of Advisors. A petition signed by five percent of
voting members may also call a special meeting.

Section 4 — Notice of meetings: Printed notice of each meeting shall be given to each voting
member, via email, not less than two weeks prior to the meeting.

Section 5 — Quorum: The members present at any properly announced meeting shall constitute
a quorum.

Section 6 — Voting: All issues to be voted on shall be decided by a simple majority of those
present at the meeting in which the vote takes place.

ARTICLE IV — BOARD OF ADVISORS

Section 1 — Board role, size, and compensation: The Board of Advisors is responsible for the
overall policy and direction of THE FORGE, and delegates responsibility to the various
coordinators. The board shall have up to 10, but not fewer than 8 members. All Coordinators
shall be members of the Board of Advisors by virtue of their positions within the group. The
Pastor of the Cathedral of the Immaculate Conception shall serve as a permanent ex-officio
advisor. THE FORGE’s Chaplain will have full voting power within the Board of Advisors. The
board receives no compensation other than reasonable expenses as determined by the Executive
Committee.

Section 2 — Terms and Eligibility: All board members shall serve two-year terms, but are eligible
for re-election for up to three consecutive terms. Any member of THE FORGE shall be eligible
to serve on the Board of Advisors, specifically they shall be between the ages of 18 and 39, a
practicing Catholic in good standing with a parish, upholds the teachings of the ROMAN
CATHOLIC CHURCH in their public and private lives.

Section 3 — Meetings and notice: The board shall meet at least quarterly, at an agreed upon time
and place. An official board meeting requires that each board member have written notice via
email at least two weeks in advance.

Section 4 — Board elections: New board members shall be elected or re-elected by the voting
representatives of members at the annual meeting. Advisors will be elected by a simple majority
of members present at the annual meeting.

Section 5 — Election procedures: A Board Development Committee shall be responsible for
nominating a slate of prospective board members representing the group’s constituency. In
addition, any member can nominate a candidate to the slate of nominees. All members will be
eligible to send one representative to vote for each candidate, for up to 10 available positions
each year.

Section 6 — Quorum: A quorum must be attended by at least sixty percent of board members for
business transactions to take place and motions to pass.

Section 7 — Officers and Duties: There shall be five officers of the board, consisting of the co-
chairs, secretary, treasurer and chaplain. Their duties are as follows:
The Co-Chairs shall convene regularly scheduled board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Co-Chairs, Secretary, Treasurer. The Co-Chairs shall chair committees on special subjects as designated by the board. The Secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that all records are maintained. The Treasurer shall make a report at each board meeting. The Treasurer shall chair the Finance Committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members, the membership, parish staff and diocesan staff as requested. The Chaplain shall serve as the spiritual leader of THE FORGE, ensuring that the group maintains its mission and is rooted in the ROMAN CATHOLIC CHURCH. The Chaplain will have full voting power as a voting member of the Board of Advisors and a member of the Executive Committee.

Section 8 — Vacancies: When a vacancy on the board exists mid-term, the secretary must receive nominations for new members from present board members two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member’s term.

Section 9 — Resignation, termination, and absences: Resignation from the board must be in writing and received by the Secretary. A board member shall be terminated from the board due to excess absences, more than two unexcused absences from board meetings in a year. A board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 10 — Special meetings: Special meetings of the board shall be called upon the request of the chair, or one-third of the board. Notices of special meetings shall be sent out by the secretary to each board member at least two weeks in advance.

Section 11 — Chaplain: THE FORGE will be served spiritually by the leadership of the group’s Chaplain. The Chaplain shall be a priest of the Diocese of Springfield in Illinois in good standing. If possible, they shall be a priest assigned to the Cathedral of the Immaculate Conception but may not be the Pastor of the Cathedral. If for reasons decided by the Board of Advisors, it is necessary to appoint a Chaplain outside of the Cathedral, the Board of Advisors shall select a priest within the Springfield deanery. All members shall have the power to nominate and recommend a priest(s) to the Board of Advisors for consideration. A candidate picked from outside the Cathedral shall also be approved by the Pastor of the Cathedral.

Section 12 — Pastor of the Cathedral of the Immaculate Conception: The Pastor of the Cathedral of the Immaculate Conception will be an ex-officio member of Board of Advisors. They shall have no voting power, but as Pastor, shall have full veto authority over any of the group’s activities that they perceive to be contrary to Church teachings in accordance with CIC, c. 823 §1, in violation of the bylaws set forth by the governing documents and anything that may cause scandal to the Cathedral of the Immaculate Conception, Diocese of Springfield in Illinois and the ROMAN CATHOLIC CHURCH.

ARTICLE V — COMMITTEES

Section 1 — Committee formation: The board may create committees as needed, such as fundraising, special events, etc. The board’s co-chairs appoint all committee chairs.

Section 2 — Executive Committee: The five officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and bylaws, the Executive Committee shall have all the powers and authority of the board of advisors in the
intervals between meetings of the board of advisors, and is subject to the direction and control of the full board.

Section 3 — Finance Committee: The treasurer is the chair of the Finance Committee, which includes three other board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members, and the public.

ARTICLE VI — COORDINATORS

Section 1 — Coordinators: THE FORGE shall have Coordinators who oversee various areas within the group. They shall be: Recruitment Coordinator; Faith and Family Coordinator; Outreach and Planning Coordinator; Men of Faith Coordinator; and Evangelization, Mission and Culture Coordinator.

Section 2 — Oversight: The Board of Advisors can create, terminate or adjust Coordinator positions as they deem necessary to ensure greater success of the group.

ARTICLE VII — AMENDMENTS

Section 1 — Amendments: These bylaws may be amended when necessary by two-thirds majority of the Board of Advisors. Proposed amendments must be submitted to the Secretary to be sent out with regular board announcements.

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CERTIFICATION

These bylaws were approved at a meeting of the Board of Advisors by a two-thirds majority vote on ______ 19th of January 2017 _________.

//SIGNED//
Secretary Date

//SIGNED//
Co-Chair Date

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Co-Chair Date

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Member, Board of Advisors Date

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Member, Board of Advisors Date

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Member, Board of Advisors Date

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Member, Board of Advisors Date

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Chaplain Date

//SIGNED//
Pastor, Cathedral of the Immaculate Conception Date