

**BY-LAWS**  
**TIFFIN RIGHT TO LIFE EDUCATIONAL FOUNDATION,**  
**DOING BUSINESS AS TIFFIN RIGHT TO LIFE**

**Article 1 - Purpose**

1. The name of this association shall be Tiffin Right to Life Educational Foundation, doing business as Tiffin Right to Life.
2. The purpose of Tiffin Right to Life shall be to inform and educate its members and the people of Tiffin and the surrounding community on the basic rights of life of all human beings and thereby foster a respect for all human life at every stage of development from the moment of conception until natural death, and whatever the condition, whether mentally or physically impaired, impoverished, terminally ill, aged, or infirm.

Therefore, Tiffin Right to Life has adopted the following as its Mission Statement:

❖ ***The mission of Tiffin Right to Life is to pray and to spread public awareness of the inherent dignity of innocent human life from conception until natural death and to support traditional marriage and families and beginning- and end-of-life issues, morality and organ donation in accordance with the teachings of the Catholic Church.***

❖ Statement of Belief and Statement of Faith:

We believe that all human life is sacred and created by God in His Image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (cf. Psalm 139)

We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God. We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union as expressed in Sacred Scripture.

❖ The statement of faith does not exhaust the extent of our faith. The Magisterium of the Catholic Church speaks with final authority concerning divinely revealed truth, morality, the proper conduct of mankind, and biblical interpretation, and is the sole and final source of all that we believe. For purposes of Tiffin Right to Life's faith, doctrine, practice, policy, and discipline, our Spiritual Director is Tiffin Right to Life's representative to ascertain that the final interpretive meaning and application is in accordance with the constant teaching of the Magisterium of the Catholic Church.

3. In light of current issues with sexual orientation and gender identity, Tiffin Right to Life has determined the following Code of Conduct for all members: 1) dress in conformance with one's biological sex; 2) use the restrooms conforming with one's biological sex; and 3) abstain from all intimate sexual conduct outside the marital union of one man and one woman.
4. Members can expect that prayer will be a regular part of every meeting.
5. Tiffin Right to Life will endeavor to influence public opinion to protect such basic rights to life against the dangers of abortion, infanticide, and euthanasia, and against constitutional provisions, laws and court decisions which permit abortion, infanticide, and euthanasia.

## **Article 2 – Meetings**

1. There shall be meetings of the general membership held on a quarterly basis during the months of January, April, July, and October. Meetings may be

scheduled more frequently as needed at the discretion of the officers.

2. Meetings of the officers and committee leaders will be held as needed.

### **Article 3 – Membership & Dues**

1. Membership is open to all who: adhere to the Mission Statement of Tiffin Right to Life, complete and submit a membership information form, and all who pay annual dues. A member in good standing pays annual dues and supports the organization.
2. If a person signed up as a member, has not paid their annual \$10 dues but has given a donation in excess of \$10, that person will be considered a member in good standing. If they fail to pay \$10 or fail to give a donation in excess of \$10 then the person will cease to be a member.

### **Article 4 - Officers**

1. The Spiritual Director shall be selected by the officers. He or she shall serve until he or she resigns or is removed by a consensus of all four officers. When possible, a member of the Catholic clergy or consecrated religious shall be sought out and appointed to this position. The Spiritual Director shall also have his or her name on the organization's checking account so that if necessary he or she may co-sign checks.
2. Officers shall be elected at a general meeting of the membership. Prior to having his or her name placed on the ballot, any member in good standing and asking to serve as an officer must be both interviewed by the Spiritual Director and approved by the Spiritual Director at least one week or more before the general meeting. Write-in nominations at the general meeting are invalid.
3. The election of officers will be held yearly, on a rotating basis among officers. The President and Secretary will be elected in odd numbered years. The Vice President and Treasurer will be elected in even numbered years.

In order to be elected to office, the proposed nominee must be a Member of

the organization in good standing who has maintained an active membership during the previous 12 months. In the event that an officer is unable to fulfill the complete term of his or her office, the Spiritual Director, after consultation with remaining officers, has the authority to appoint an individual to assume the duties of the vacant office for the remainder of that officer's unexpired term.

4. Under the guidance of the Spiritual Director, the President shall have general supervision over the officers of the association.

Specific duties of the President include:

- Preside at all general meetings of the association.
  - Communicate with local parish priests and staff, area RTL officers, Tiffin RTL officers, committee leaders, general membership and new members.
  - Write and schedule all necessary bulletin announcements, petitions, and end of Mass announcements for the local Catholic parishes.
  - Sign all written contracts of the association.  
Co-sign with the Treasurer, all checks written by the Treasurer from the association funds.
  - Be a member of all standing committees.
  - Perform all such other duties as are incident to his/her office.
5. The Vice President shall discharge all duties of the President in the case of his/her absence or disability, and shall assist the President as needed.

Specific duties of the Vice President include:

- Serve as a supportive role to the President.
  - Monitor membership forms and information availability in the Tiffin parishes.
  - Give input and work with the President about Tiffin RTL issues and concerns.
  - Approve proposed changes to the Tiffin RTL website.
6. The Secretary shall maintain minutes for all officer and general meetings. The Secretary will also be responsible for making sure that minutes are taken at committee meetings, if necessary. Officer meeting minutes will be main-

tained in a binder that will be passed on from President to President. A copy of the General Meeting Minutes will also go in the President's binder.

Specific duties of the Secretary include:

- Maintain the official Membership Roster.
- Send annual notice for renewal of membership; updating records each year.
- Prepare and maintain minutes of meetings.
- Submit edited quarterly minutes to The Advertiser-Tribune "People Clips."
- Acknowledge donations received with a personal thank-you note to donors.
- Order RTL stationery and envelopes.
- Provide RTL remittance envelopes to funeral homes if requested.
- Assist fundraising efforts with mailings.

7. The Treasurer shall have custody of all monies and securities of the association.

Specific duties include:

- Keep the financial books up to date.
- Submit all vouchers, receipts, deposit tickets, and related documents for approval as often as required.
- Prepare and co-sign, with the President, all checks for the organization.
- Prepare and file the required yearly IRS and tax forms so that the association is in compliance with tax laws and deadlines.

8. An officer or a member may be removed by the Spiritual Director at any time. No dues will be refunded.

## **Article 5 – Committees**

1. The officers shall have authority to establish committees, adding or deleting committees as needed.

2. Any member of these committees shall be on a voluntary basis.

## **Article 6 – Dissolution of the Association**

1. Upon dissolution of the association, after paying or making provisions for the payment of all liabilities of the association, surrender of the assets of the association shall be made to local area organizations whose priority is protecting human life. (This will be determined by the sitting President.)

## **Article 7 – Amendments**

1. Officers have the right to amend the By-Laws by a consensus of four votes, with the Spiritual Director having veto power. The new amendments will take effect once the following have taken place: 1) all four officers have signed them, and 2) the members have been notified—notification is considered complete when the By-Laws or any amendments to the By-Laws are uploaded to the website.

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Signature & Printed Name of President  
Diane M. Moyer

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Date Signed  
11/23/2020

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Signature & Printed Name of Vice President  
Mary Catherine Hammer

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Date Signed  
11/23/2020

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Signature & Printed Name of Secretary  
Cynthia A. Brodman

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Date Signed  
11/23/2020

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Signature & Printed Name of Treasurer  
Helen R. Mullins

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Date Signed  
11/24/2020

*This document was signed by all four Officers on the dates indicated above. The original signed document is filed with the official records of the organization.*