

**CHURCH OF THE HOLY FAMILY  
COUNCIL OF CATHOLIC WOMEN BYLAWS**

**ARTICLE I: NAME**

This organization shall be known as the Church of the Holy Family Council of Catholic Women (CCW).

**ARTICLE II: PURPOSE**

The Council of Catholic Women acts to support, empower, and educate all Catholic Women in spirituality, leadership, and service. CCW programs respond with gospel values to the needs of the church and society in the modern world.

**ARTICLE III: MEMBERSHIP**

Membership in this organization includes every adult woman of the parish, married or single, 18 years of age and over.

**ARTICLE IV: DUES**

- Section 1.** Membership dues are paid yearly. The dues collected shall be turned over to the Treasurer.
- Section 2.** Annual dues to the Region VI, Diocesan, and National Council of Catholic Women shall be paid by the Council.

**ARTICLE V: OFFICERS**

**Section 1.** The officers of the Council shall be President, Vice President, Secretary, Treasurer and Historian. The Pastor shall be the Spiritual Advisor of Holy Family Council of Catholic Women.

**Section 2. Duties of Officers**

**A. President**

1. The President shall preside at all meetings of the CCW and the Region VI Board of Directors.
2. She shall plan the agendas for the meetings of the CCW.
3. She shall keep the membership advised of all communications from the Region VI, Diocesan and National CCW. She shall be one of the official delegates of the Council to the annual convention of the New Ulm Council of Catholic Women.
4. She shall be the representative of the organization for the Region VI Council of Catholic Women.
5. She shall appoint Commission and Standing Committee Coordinators

6. Special meetings may be called at the discretion of the President.
7. She shall appoint a nominating committee of three at the January meeting. This committee will nominate candidates for election at the March meeting.
8. She shall appoint an auditing committee of three at the March meeting to give a report at the May meeting.
9. She shall be responsible for appointing committees for all fund raising events sponsored by the CCW.

**B. Vice President**

1. The Vice President shall act as an aid to the President and shall preside at the meetings and perform her duties in the absence of the President.

**C. Secretary**

1. The Secretary shall keep an accurate record of all meetings in the Secretary's book. Minutes shall be recorded as a permanent record.
2. She shall be responsible for all correspondence and all duties of the Secretary.
3. Minutes shall be made available to the membership.

**D. Treasurer**

1. The Treasurer shall receive all money of the Council and pay all bills.
2. She shall keep an accurate record of all receipts and disbursements.
3. She shall deposit all moneys promptly in a bank approved by the Board of Directors. She shall present a statement of accounts at every meeting, and she shall make a full report at the meeting.
4. She shall carry out all other duties usually performed by the Treasurer.
5. She shall propose a budget to be presented to the Board of Directors by the annual planning meeting. She shall submit a year-end report after the close of the fiscal year.
6. Responsible to ensure that the following item is accomplished:  
All council members share in the benefits of twelve (12) masses a year either at the parish or sent away.

**E. Historian**

The Historian shall keep accurate-accounts of the events of the Council of Catholic Women and the parish.

**F. Officers and Coordinators**

1. All officers and coordinators of the commissions and standing committees shall keep an accurate file on their activities.
2. They shall, upon retiring, deliver to their successor all money, accounts, papers, files, and all other property pertaining to the Council, and shall extend assistance to incoming officers.

### **Section 3. Election of Officers**

- A. The annual election of officers shall be at the March meeting.
- B. The installation of officers shall be at the June meeting, with duties beginning in July.
- C. All officers shall be elected for a 2-year period with the Vice President succeeding the President.
- D. The positions of Treasurer and Secretary shall not exceed a 2-year term.
- E. The Historian shall be eligible to three consecutive 2-year terms in the same office.
- F. All term limits dependent on the availability to fill positions.

### **ARTICLE VI: MEETINGS**

The Council of Catholic Women shall meet monthly unless the Board of Directors determines otherwise. Date and time of the meetings will be established by the Board of Directors.

### **ARTICLE VII: BOARD OF DIRECTORS**

- Section 1.** The Board of Directors shall be composed of the Officers of the CCW, the Commission Coordinators, the Standing Committee Coordinators, Spiritual Advisor and the past President. It shall also include any Regional, Diocesan, or National Officers of the CCW.
- Section 2.** The Board of Directors shall meet annually and whenever necessary.
- Section 3.** The Board of Directors may conduct business only when a quorum, a simple majority of the board is present.

### **ARTICLE VIII: COMMISSIONS/STANDING COMMITTEES**

#### **Section 1. Organizational System**

The CCW consists of the following three Commissions: Spirituality, Leadership and Service. The following Standing Committees also exist: Scholarship, Funeral, Quilting and Kitchen.

#### **Section 2. Duties of the Commissions/Standing Committees**

- A. **Leadership Commission.** To act as a service bureau for the other commissions and work with the Historian to keep accurate accounts of the events of the Council of Catholic Women.
- B. **Spirituality Commission.**
  - 1. To create a community of God's people that is educated, enthusiastic, and dynamic.
  - 2. To keep the Council advised of pertinent legislation and legislative issues.
  - 3. To educate the community on the issues of life and the alternatives we can take to protect human life.

**C. Service Commission.**

1. To involve all people in working to answer the needs of the individual communities.
2. To assist families in achieving a truly Christian life.
3. To help women become aware of the Church's mission to the whole world.

**D. Scholarship Committee.** To provide assistance for persons who work in various parish ministries to enable them to attend workshops, classes and programs

**D. Funeral Committee.** To provide the members of the Parish who are dealing with a death the service of a funeral meal.

**E. Quilting Committee.** To provide handiwork for bazaar, craft sale and mission donations.

**F. Kitchen Committee.** They shall be responsible for an annual thorough cleaning and inventory of the kitchen and storage areas.

**Section 3. Appointment of the Commission/Standing Committees.**

- A. The Commission and Standing Committee Coordinators shall be appointed by the President. The Commission/Standing Committee Coordinators shall be eligible to no more than three consecutive 2-year terms in the same office. They may return to that position after one year. The term limits depend on availability of filling the positions.

**ARTICLE IX: SPECIAL CONSIDERATIONS**

**Section 1.** All officers and coordinators shall attend the diocesan leadership training days as well as spring and fall regional gatherings and the diocesan convention, attend parish monthly meetings, and give monthly reports.

**Section 2.** Any Holy Family CCW member attending any region gatherings, diocesan convention or province conference shall be reimbursed for registration.

**Section 3.** Holy Family CCW will send the President or alternate delegate to the NCCW convention as a voting delegate. Registration should be applied for through the scholarship fund. Transportation, and housing expenses will be paid by CCW dependent on budget consideration. Holy Family CCW will also send the President and Vice President to the Province Conference held every other year.

**ARTICLE X: AMENDMENTS**

The Bylaws may be amended only after advance notice of one month and upon approval of two-thirds of those present.

**CHURCH OF THE HOLY FAMILY  
COUNCIL OF CATHOLIC WOMEN STANDING RULES**

**I. MEETINGS**

- A. Regular meetings of the Holy Family CCW will be the first Thursday of each month except for July which is the yearly planning meeting.
- B. Board meetings may be rescheduled at the direction of the President when a Holy Day, National Holiday or Election Day falls in the same week as the scheduled meeting day.

**II. MASS OFFERINGS**

- A. All council members share in the benefits of twelve (12) masses a year.
- B. Members of the CCW will say a Rosary or Prayers at the funeral home or in church for deceased members.

**III. REIMBURSEMENTS**

- A. Expenses not included in the annual budget must be voted on and approved at a CCW meeting prior to purchase.
- B. Reimbursements to conventions, conferences, gatherings, etc. to be determined in proposed annual budget.

**IV. GIFTS AND DONATIONS**

- A. A gift of \$25.00 will be presented to newly ordained priests in our diocese.
- B. Designation of all monies generated by fundraising events must be voted on and approved at a CCW meeting.

**V. GROUP DEFINITIONS**

- A. All members of the council are assigned to a designated group in order to facilitate the accomplishing of various tasks. The women of each group are listed in alphabetical order.
- B. Members will serve and assist with special activities on a rotating basis designated by the group coordinator.
- C. New members are assigned to a group by the group coordinator.
- D. Members who are unable to donate food or help or in a care facility will be listed in an honorary group

**VI. AMENDMENTS**

These standing Rules are of a semi-permanent nature relating to procedure. These rules must not be in conflict with the by-laws. They may be suspended at any meeting by a majority vote, to rescind or amend requires a 2/3 vote of a majority vote of those present with previous notice.