
ST. LUCIE COUNCIL OF CATHOLIC WOMEN



BYLAWS
(REVISED SEPTEMBER, 2012)

STANDING RULES
(REVISED SEPTEMBER, 2012)

**BYLAWS
ST. LUCIE
COUNCIL OF CATHOLIC WOMEN**

BYLAWS

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**ST. LUCIE COUNCIL OF CATHOLIC WOMEN
BYLAWS**

ARTICLE I – NAME

The name of the organization shall be: Saint Lucie Council of Catholic Women, hereinafter referred to as the "CCW".

ARTICLE II – OBJECTIVES

Section 1

To work closely with the Pastor, assisting him with serving the needs of the Parish, supporting its activities and encouraging a spirit of service amongst the members of the CCW.

Section 2

To support and educate all Catholic women in the way of spirituality, leadership and service.

Section 3

To support initiatives of the National Council of Catholic Women (hereinafter referred to as "NCCW"), the Florida Council of Catholic Women (hereinafter referred to as "FCCW"), the Palm Beach Diocesan Council of Catholic Women (hereinafter referred to as the "PBDCCW") and the Northern Deanery of the Palm Beach Diocesan Council of Catholic Women (hereinafter referred to as the "Northern Deanery").

ARTICLE III – MEMBERSHIP

Section 1 – Eligibility

All Catholic women who subscribe to the objectives of all levels of the Council of Catholic Women are eligible for membership.

Section 2 – Classes of Members

a. Active members who meet all obligations of membership which include, but are not limited to, attendance at meetings, participation at functions and fundraisers and being current on dues.

b. Inactive members who choose to give only financial support (dues) to the CCW.

c. Lifetime members are members who become permanently homebound or who reach their 90th birthday. These members are exempt from paying CCW dues.

Section 3 – Members in Good Standing

An active member in good standing shall be defined as a member who regularly attends meetings, participates in CCW functions and is current in her dues payment.

An inactive member in good standing shall be defined as a member who is current in dues and whose rights are limited to voting for officers.

Lifetime members are by virtue of their status considered in good standing.

Section 4 – Affiliation

The CCW shall be affiliated with the NCCW, FCCW, PBDCCW and the Northern Deanery.

Section 5 – Dues

a. Dues are payable by the November General Meeting, after which they are delinquent. If unpaid by the January General Meeting, the member will be dropped from membership.

b. Dues payable to the NCCW, PBDCCW and Northern Deanery are determined by those entities and dues of the CCW are set forth in Standing Rule 1.

ARTICLE IV – OFFICERS

Section 1 – Elected Officers

The elected officers of the CCW shall be:

- a. President
- b. Vice President
- c. Recording Secretary
- d. Treasurer

Section 2 – Appointed Officers

The appointed officers of the CCW shall be:

- a. Corresponding Secretary
- b. Historian
- c. Parliamentarian
- d. Deanery Representative

Section 3 – Terms of Office

The terms of office shall be as follows:

a. The President, Vice President, Recording Secretary and Treasurer shall be elected for a period of two years at the regular General Meeting of the CCW in April.

b. No officer shall serve in the same office for more than one term or until her successor is elected.

c. A vacancy in any office, other than the President, shall be filled by Executive Board appointment.

d. A vacancy in the office of President shall be filled by the Vice President.

e. The Appointed Officers shall serve on the Executive Board for up to two years at the discretion of the President.

ARTICLE V – DUTIES OF OFFICERS

Section 1 – Duties of Elected Officers

a. The duties of the President are as follows:

- i. Preside at all meetings of the CCW.
- ii. Prepare an agenda for all meetings.
- iii. With the Executive Board shall develop plans for the activities of the CCW for each calendar year.
- iv. Attend all Deanery Meetings.
- v. Serve ex-officio on all committees, except the Nominating Committee.
- vi. After consulting with the Spiritual Advisor, shall appoint the following board members:
 - (a) Corresponding Secretary
 - (b) Historian
 - (c) Parliamentarian
 - (d) Deanery Representative
 - (e) Chairmen for Standing Committees of Spirituality, Leadership, Service and Legislation
- vii. Shall appoint special committees as deemed necessary.
- viii. Shall make a monthly report to the membership.
- ix. The President shall have the general supervision of all affairs of the CCW.
- x. If unable to discharge any or all of these duties, she must notify the Vice President.

b. The duties of the Vice President are as follows:

- i. In the absence of the President, shall perform all duties pertaining to that office.
- ii. Shall assist the President in her official duties.
- iii. Perform any other duties as may be assigned.

c. The duties of the Recording Secretary are as follows:

- i. Be responsible for an accurate record of attendance at all meetings.
- ii. Record the minutes of all meetings and maintain the official Minutes Book of approved minutes.
- iii. Ten days prior to the next Executive Board or General Meeting, forward a draft of the minutes from the preceding meeting to the President, Vice President and Treasurer.
- iv. After approval, deliver a copy of the minutes to the Spiritual Advisor.
- v. Perform any other duties as may be assigned.

d. The duties of the Treasurer are as follows:

- i. Receive and bank all monies due the CCW.
- ii. Maintain bookkeeping records of income and expenditures.
- iii. Pay all bills upon presentation of valid receipts authorized by the President, with the exception of fundraiser expenses.
- iv. Disburse all monies as directed by the CCW.
- v. Prepare a monthly financial report and provide an advance copy to the President, Vice President and Recording Secretary. Following presentation at the General Meeting, a copy will be given to the Spiritual Advisor.
- vi. Prepare an annual financial report and provide a copy to the President, Vice President and Recording Secretary, and after approval, present a copy to the Spiritual Advisor.
- vii. Collect all dues and send out any delinquent notices.
- viii. The Treasurer shall make herself available for consultation with the Audit Committee.
- ix. Perform any other duties as may be assigned.

Section 2 – Duties of Appointed Officers

- a. The duties of the Corresponding Secretary are as follows:
 - i. Be responsible for incoming correspondence not requiring action and report such correspondence to the CCW membership.
 - ii. Be responsible for routine correspondence as requested by the President.
 - iii. Assist the President in miscellaneous duties as relates to the office.

- b. The duties of the Historian are as follows:
 - i. Photograph the Program Speaker and attendance.
 - ii. Photograph activities, i.e., luncheons, dinners, dances, etc.
 - iii. Maintain an album containing names and dates where appropriate.
 - iv. Maintain a written history of activities of the CCW.
 - v. Pass the album and written history to her successor at the expiration of her term of office.

- c. The duties of the Parliamentarian are as follows:
 - i. Serve in an advisory capacity to the President or Presiding Officer and, when requested, to any other member.
 - ii. Serve as part of a Committee appointed by the President to review the Bylaws every two years.
 - iii. The Parliamentarian remains impartial and may vote only on a ballot vote.

- d. The duties of the Deanery Representative are as follows:
 - i. Represent the CCW at all Deanery Board and General Meetings.
 - ii. Report a summary of these meetings at the CCW's Board and General Meetings.
 - iii. Promote the activities of the Deanery.

ARTICLE VI – MEETINGS

Section 1 – General Meetings

The date and time for General Meetings of the CCW during September through May shall be determined by the membership in accordance with the Standing Rules.

Section 2 - Executive Board Meetings

The Executive Board shall determine the date and time of its' meetings in accordance with the Standing Rules.

Section 3 – Special Meetings

The President or Executive Board may at any time call a Special Meeting of either the General Membership or Executive Board with a minimum of two weeks and three day notice, respectively.

Section 4 – Quorum

- a. A quorum of thirty members present at any General Meeting is required for transacting business.
- b. A quorum of seven members present at any Executive Board meeting is required for transacting business.

ARTICLE VII – EXECUTIVE BOARD

The Executive Board shall consist of the Spiritual Advisor, the Elected Officers, the Appointed Officers, the Chairmen of Standing Committees and the Immediate Past President.

Section 1 – Spiritual Advisor

The Pastor of St. Lucie Parish or his designee shall be the Spiritual Advisor of the CCW.

Section 2 – Immediate Past President

The Immediate Past President shall serve on the Executive Board as an advisor for a term of no more than one year following her presidency.

ARTICLE VIII – COMMITTEES

Section 1 – Standing Committees

The CCW Standing Committees shall be:

- a. Spirituality
- b. Leadership
- c. Service
- d. Legislation

The chairmen of such committees shall be appointed by the President for a period of one year and ordinarily not to exceed two years.

Subcommittees may be appointed, with the advance approval of the President, as necessary to carry out the work of the Committees.

Section 2 – Ad Hoc Committees

There shall be such special committees deemed necessary to address the specific needs of the CCW. These committees shall be appointed by the President, with the exception of the Nominating Committee. Chairmen shall report to the Executive Board while the work of the committees are being completed and shall have voice on matters pertaining to their committees. Members of special committees shall serve for a period of no more than one year or until their work is completed.

The CCW Ad Hoc Committees shall be, but are not limited to:

- a. Budget
- b. Audit
- c. Nominating
- d. Tellers

ARTICLE IX – DUTIES OF STANDING COMMITTEES

a. All CCW Standing Committees shall:

- i. Establish a working committee to address and process the programs and policies of her committee. Members of said working committees shall be approved by the President in advance.
- ii. Communicate as necessary with respective deanery committee chairmen.
- iii. Present written report/recommendations to the Executive Board at its regular monthly meetings and, when appropriate, to the membership at the General Meetings.
- iv. Prepare within 30 days a financial accounting for any event where monies are collected.
- v. Keep records faithfully to be passed to their successors within 30 days of the expiration of their term of office.
- vi. Work closely with the President in matters of particular concern regarding respective Standing Committees.

b. The Spirituality Committee is responsible for, but not limited to, encouraging members in spiritual and corporal works of mercy; arranging prayer services for Board and General Meetings and special events; she will coordinate an annual day of retreat or reflection and peruse flyers, booklets, newspapers, magazines, etc. for articles of interest regarding religion.

c. The Leadership Committee is responsible for, but not limited to, meeting hospitality, membership recruitment and retention, membership directory, protocol, publicity, registration, special events hospitality and telephone chain and to assist the President on planning Council Sunday.

d. The Service Committee is responsible for, but not limited to, coordinating CCW service projects and any Deanery or Diocesan service projects. Keep track of service hour logs for each member.

e. The Legislation Committee is responsible for, but not limited to, planning and implementing methods of informing members of and encouraging action regarding legislative matters that affect Catholic values;

particularly those tracked by the Florida Catholic Conference, promoting and attending Catholic Days at the Capitol and encouraging membership attendance; energizing members to vote.

ARTICLE X – DUTIES OF AD HOC COMMITTEES

The duties of the Ad Hoc Committees are as follows:

Section 1 – Budget Committee

The Budget Committee shall prepare an annual budget for the CCW. Its members shall consist of the Treasurer, Vice President and two other members appointed by the President. The Budget shall be presented to the membership for approval no later than the October General Meeting.

Section 2 – Audit Committee

The Audit Committee shall be responsible for the Annual Audit of the CCW treasury account. Its members shall consist of four members appointed by the President. The Treasurer shall be available to answer any questions the Committee shall have. The Audit will be completed by June 30th of each year.

Section 3 – Nominating Committee

This Committee is discussed below in ARTICLE XI – ELECTIONS;
Section 1 – Nominating Committee.

Section 4 – Tellers Committee

A Tellers Committee shall be responsible for the counting of the votes during a ballot vote. It shall consist of four members appointed by the President.

ARTICLE XI – ELECTIONS

Section 1 – Nominating Committee

- a. At the February Executive Board meeting, the President shall appoint a temporary Chairman for the Nominating Committee. The Chairman will name four more members to complete the Committee. The Committee will then select its Chairman.
- b. The Nominating Committee will be presented to the membership at the February General Meeting after having accepted their appointments. Members are privileged to make suggestions to the Nominating Committee.
- c. The Nominating Committee shall nominate up to two qualified and eligible candidates for each office who have been approved by the Spiritual Advisor. They will present candidates for office at the March General Meeting at which time nominations from the floor shall be in order. A final list of candidates will be presented to the Spiritual Advisor for approval.

Section 2 – Voting

- a. At the April General Meeting, the Nominating Committee will briefly introduce each candidate.
- b. Supervision and counting of votes will be the responsibility of the Tellers Committee.
- c. Voting will take place by ballot and the winner for each office will be determined by a majority of the votes.
- d. Should there be only one candidate for an office, the election for that office will be by acclamation.

Section 3 – Installation of Newly Elected Officers

- a. Installation of Officers will be held in May.
- b. Outgoing and incoming officers shall meet soon thereafter and transfer all documents necessary.
- c. The outgoing President and Treasurer shall meet with the newly installed President and Treasurer to transfer all the necessary banking and account information.

- d. All reports and other relevant information from all Standing Committees shall be given to the incoming President.

ARTICLE XII – AMENDMENTS

The Bylaws of the CCW may be amended at any meeting by a two-thirds vote of the members present and voting provided that the proposed amendments have been submitted in writing by at least the previous meeting.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order New Revised shall govern the CCW in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the CCW may adopt.

ARTICLE XIV – DISSOLUTION

Should this CCW dissolve, all assets of whatever nature which remain after just debts and liabilities have been satisfied shall inure to St. Lucie Parish, Port Saint Lucie, Florida. No part of the net income shall inure to the benefit of any member or be distributed to its members or officers.

Revised September 11, 2012

ST. LUCIE COUNCIL OF CATHOLIC WOMEN

STANDING RULES

1. The CCW dues are twenty dollars (\$20.00) per affiliation member per year. Payment is due at the first General Meeting in September, but no later than the November General Meeting.
2. The CCW fiscal year shall be from July 1st through June 30th each year.
3. Ordinarily, the General Meetings are held on the second Tuesday of the month beginning at 7:15 p.m. September through May.
4. Ordinarily, the Executive Board Meetings are held on the first Tuesday of each month beginning at 7:15 in the Parish Library.
5. Special meetings may be called by either the President or Executive Board in accordance with the By Law Article VI, Section 3.
6. Upon the death of a Council member, the Corresponding Secretary shall purchase and send to the family a parish Mass card from the CCW.
7. Upon being notified of the death of a CCW member, the President shall inform the Leadership Chairman of the date and time of the Funeral Mass. The Leadership Chairman shall be responsible for informing the members utilizing the telephone calling group or email list. All Council members shall meet in the Church to receive instructions on how we will pay a last tribute to our CCW sister.
8. Counting of ballots for an election will take place during the General Meeting at which the votes are taken. The Teller's Committee will report to the membership before handing the report to the presiding officer.
9. All PBDCCW Convention expenses, including registration, hotel (when applicable) and reasonable travel expenses shall be paid by the CCW for the Spiritual Advisor, President and Vice President. Should either (or both) the President or Vice President be unable to attend the Convention, one or two members in good standing may be designated to attend in their place.
10. Subject to availability, funds shall be budgeted each year to allow additional members to attend the PBDCCW convention. The attendees shall be chosen from a lottery of all active members in good standing who wish to attend.
11. The President may spend up to one hundred dollars (\$100.00) for contingencies which may arise. This expenditure must be reported at the next Executive Board Meeting with receipts provided.

12. The President and Spirituality Chairman will arrange for a ceremony honoring Our Blessed Mother at the Corporate Communion Mass closing out our Council year in May. Traditionally this has been the 11:30 a.m. Mass on the first Sunday in May.
13. In January, members will be invited to provide suggested charities for yearend giving. The Executive Board, in collaboration with the Spiritual Advisor, will provide a proposed list to the membership for voting at the March General Meeting.
14. The first weekend masses of each month from September through April will be the CCW Corporate Communion Mass. The banner will be present on the Altar for each Mass (with the exception of the 5:00 p.m. Mass on Sunday). All CCW members are encouraged to wear their scarves on that weekend to show unity as a Catholic women's organization.
15. The Standing Rules of this CCW may be amended or rescinded by a majority vote of eligible members with notice or a 50% vote of eligible members without notice.

ST. LUCIE COUNCIL OF CATHOLIC WOMEN

ADDENDUM TO BYLAWS

ADOPTED JANUARY 2015

ARTICLE III – MEMBERSHIP

Section 3 – Members in Good Standing

An active member in good standing shall be defined as a member who regularly attends a majority of meetings (a majority shall be defined as at least 9 over a two year term period), unless there is a valid excused absence notified in advance, participates in CCW functions and is current in her dues payment.

An inactive member in good standing shall be defined as a member who is current in her dues payment.

ARTICLE XI – ELECTIONS

Section 1 – Nominating Committee

b. The Nominating Committee will be presented to the membership at the February General Meeting after having accepted their appointments. Active and lifetime members in good standing are privileged to make candidate suggestions to the Nominating Committee.

c. To be eligible for nomination for any elected office, a candidate must be an active member in good standing as defined in ARTICLE III – Section 3.

ADDENDUM TO THE STANDING RULES

ADOPTED JANUARY 2015

7a Upon being notified of the death of a CCW member, the President shall inform the Leadership Chairman of the date and time of the Funeral Mass. The Leadership Chairman shall be responsible for informing the members utilizing the telephone calling group or email list. All Council members shall meet in the Church to receive instructions on how we will pay a last tribute to our CCW sister.

7b Contingent on the availability of the Parish Hall, an offer will be made to the family of our deceased CCW member to provide a coffee and cake reception immediately following the service.

8. Counting of ballots for an election will take place during the General Meeting at which the votes are taken. The Teller's Committee will report to the membership before handing the report to the presiding officers. If no recount of ballot is requested at that time, the election will be declared closed and all ballots will be immediately destroyed.

10a Should an FCCW or NCCW convention take place within a 250 mile radius (one way), all convention expenses, including registration, hotel (when applicable) and reasonable travel expense (at the current IRS rate) will be paid for (or reimbursed) by the Council treasury for the Spiritual Advisor and the President.