

Council of Catholic Women Our Lady of the Prairie Church

Constitution, Bylaws and Standing Rules

Constitution

ARTICLE I – Name

The name of this organization shall be the Council of Catholic Women (CCW) of Our Lady of the Prairie Church.

ARTICLE II – Objectives

Section 1. The CCW is a vital part of the parish's support network. To unite the women of the parish more closely in the family of Christ through a program of prayer, study and good works. The National Council of Catholic Women Mission Statement is: The National Council of Catholic Women (NCCW) acts through its members to support, empower and educate all Catholic women in spirituality, leadership and service. NCCW programs respond with Gospel values to the needs of the Church and society in the modern world.

Section 2. To care for the altar and sanctuary and maintain them as fitting places for the worship of God.

Section 3. To assist with funeral luncheons.

Section 4. To maintain the kitchen and kitchenette with the donations received from funerals.

Section 5. To promote spiritual interests of the parish, the community, the SW Deanery and the Archdiocese.

ARTICLE III – Affiliations

This organization shall be affiliated with the Southwest Deanery of the Saint Paul and Minneapolis Archdiocesan Council of Catholic Women and the National Council of Catholic Women.

ARTICLE IV – Membership

Section 1. All registered women of the parish are automatically members of the council. The Business Administrator will notify CCW President twice a year of new members.

Section 2. Membership dues will be reviewed and determined on an annual basis.

Section 3. A CCW Newsletter will be reviewed each year and sent out in May with the dues requested for that year. (Envelope included)

ARTICLE V – Officers and Elections

Section 1. The officers shall be a President, Vice-President, Secretary and Treasurer. If these offices are not filled there will be two Chairwomen in charge.

Section 2. A term of office shall be two years.

a. President shall serve one term.

b. The Vice-President shall serve as president the following term.

c. The Secretary and Treasurer are eligible for a second term if nominated.

d. The President is not eligible to serve again in any executive committee position for 4 years.

e. If new candidates are not available, the present officers may be re-nominated and re-elected and Section 2 is dismissed.

Section 3. A nominating committee of two non-executive committee members shall be elected by the organization at the August meeting and this committee shall report at the regular meeting of the council in February. Nominations shall also be taken from the floor at the February meeting.

Section 4. Election shall be held at the meeting in April. New officers will be installed at the May meeting, by an approved CCW Southwest Deanery person.

ARTICLE VI – Duties of Officers

Section 1. The President shall preside at all meetings of the organization, executive committee board, and shall be an ex-officio member of all committees; shall appoint special committees if needed; and shall perform all other duties usually pertaining to the office. President is expected to contribute articles to the SW Deanery Newsletter twice a year (Spring and Fall). (*Rule #4 in the SW Deanery Standing Rules*)

Section 2. The Vice-President shall act as an aid to the President, and shall perform the duties of the President in the absence of the officer. She may also serve as a Service Group Leader. In case of resignation or death of the President, the Vice-President automatically becomes the President. In that event, the new President shall also serve out the following term as President.

Section 3. The Secretary shall keep an accurate record of all meetings of the organization, the executive committee and board. The Secretary shall provide copies of the minutes from the previous meeting for all present members. She shall keep an up-to-date list of Service Groups and members, together with their addresses and telephone numbers, and shall perform such other duties as may be delegated to her. She shall be responsible for the correspondence of the organization.

Section 4. The Treasurer shall receive all monies of the organization, shall keep an accurate record of the receipts and disbursement, and shall not spend money without the consent of the President. See Standing Rule #IV. The Treasurer shall deposit all monies in a bank approved by the executive board; shall present a statement of accounts at every meeting with copies available for all present members. She shall prepare and present the budget at the August Meeting for the new year to be approved. The Treasurer's books shall be audited annually by a committee consisting of two past Presidents selected at the April meeting and reported at the May meeting.

ARTICLE VII – The Executive Committee and Board

Section 1. The executive committee shall consist of the elected officers and shall have power to act in emergencies and will select the Service Group Leaders.

Section 2. The executive board shall consist of the officers of the organization and the Leaders of the Service Groups. The duties of the board shall be to transact necessary business between organizational meetings and such other business as may be referred to it by the organization.

Section 3. Special meetings of the board may be called by the President or by a majority of the board.

Section 4. Vacancies in office may be filled by the executive committee at a special meeting called by the President.

ARTICLE VIII- Service Groups

Section 1. There shall be Service Groups created by the executive committee as may be necessary to carry out the program and the aims of the National Council of Catholic Women and to promote special projects which may be undertaken by this organization.

Section 2. Leaders of the Services Groups shall present plans to the President for approval.

ARTICLE IX – Meetings

Section 1. A regular meeting shall be held six times a year.

Section 2. Service Groups will present a brief report at each meeting.
What worked was completed, what events are up-coming and where help is needed.

Section 3. A Special meeting or change of meeting date may be called by the President if necessary.

Section 4. A two-thirds vote of the members present at a meeting shall constitute a voting decision.

Section 5. As an affiliate organization, members are entitled to representation at all Deanery meetings and at the Convention and Conference of Saint Paul and Minneapolis Council of Catholic Women and the National Council of Catholic Women.

ARTICLE X – Amendments

The Constitution and Bylaws may be amended at any regular meeting by a two-thirds vote of the members present at a said meeting, provided the amendment was submitted in writing at the previous regular meeting.

ARTICLE XI – Rules of Procedure

The Rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases to which they are applicable.

BYLAWS

I. Services Groups shall consist of the following

- A. Funerals
- B. Altar Needs
- C. Madonna Group

II Service Groups

Funerals: St. Martha Pray for us.

The CCW helps serve meals and clean up at parish funerals. Time Commitment: As needed on a 6 month rotation (April-September and October-March with a 2 hour shift if possible.)

Altar Needs: St Veronica Pray for us.

The CCW cleans the sanctuary, decorates for the liturgical seasons, cares for the plants and flowers, washes the altar linens and altar server robes and sews baptismal garments. Time Commitment: Weekly or as needed.

III. The Madonna Group: Mother Mary Pray for us.

These ladies are lifetime members of the council who are unable to financially/physically/mentally participate in an active Service Group. CCW ladies or a family member may call the President to add their name to this list. A Mass Intention will be paid once a year for the group. (This will be around April 26th, the Feast Day of Our Lady of Good Council.)

STANDING RULES

I. **Two** Officers' registrations to the Deanery Council of Catholic Women Fall Institute and Archdiocesan Council of Catholic Women Convention or Conference will be paid by the council. If they cannot attend, two (2) alternates' registrations may be paid by the council.

II. Income from the dues will be used for Masses, Church and Altar needs. SW Deanery and ACCW requirement dues and programs.

III. The Archdiocese requires that all CCW financial activity be recorded in the financial records of the parish. As a result, this information is passed along to the Archdiocese as part of the Annual Parish Financial Report (APFR).

As part of the APFR, an assessment is created against NET CCW income over expenses each year. The assessment rate will be the same as the parish, unless the Archdiocese determines otherwise. Note - if expenses exceed income, no rebate is provided.

The CCW savings account (commonly referred to as the Flower Fund) has activities recorded in the financial records of the parish as well. However, since this is considered a pass-through, these activities are not included in the APFR.

IV. Any expenditure of over one hundred dollars (\$100) must be approved by the council. In the event that an emergency may arise and cannot wait for a voting decision at the next meeting, the decision will be made by the consensus of the executive committee.

V. Money collected from a funeral will be spent on the kitchen or kitchenette.

VI. Flower Fund: This will be a special request twice a year. Easter and Christmas. Anyone can donate in honor or in memory of someone. A thank you letter will be published in the bulletin with the information at that time. Donations will only be used for fresh flowers for the following seasons; Easter, Christmas, Corpus Christi and Fall Arrangements.

VII. 12 Masses a year will be said for all parish volunteers and one Mass for the Madonna Group. Mass stipend at \$10.00 each.

VIII. An event that was done in the past or any new event may be run if someone wishes to hold the event. They will have to call the parish office to get on the calendar and reserve the Parish Hall or Gathering Space. They may donate their profits to a charity of their choosing or to the CCW fund. In the case of a huge request from the parish priest, we may have to run a fundraiser as in the past.

IX. Anyone requesting the CCW to sponsor or help pay for a gift or program must call the President to be added to the next meeting's agenda and attend the meeting.

X. Parish CCW will pay for clergy and religious attending any Deanery CCW or Archdiocesan CCW event. (*Rule #5 in the SW Deanery Standing Rules.*)

XI. SW Deanery Clergy Appreciation Supper and fundraiser are held in alternating years. (*Rule #6 in the SW Deanery Standing Rules*)

XII. Parish not hosting an event in the 2 year time period preceding Clergy Dinner will be asked to make a \$25.00 payment toward expenses. (*Rule #6 in the Deanery Standing Rules*)

Revised – May, 2017