



BY - LAWS OF CCW

ARTICLE 1: NAME

The name of this organization shall be St. Joseph's Council of Catholic Women (CCW).

ARTICLE 2: OBJECTIVE

The objective of this organization shall be to promote religious, civic, social and educational endeavors, and to support our parish as needed.

ARTICLE 3: MEMBERSHIP

All women of the parish, both Catholic and non-Catholic wives and/or family of a parishioner, are eligible to be members of this organization.

ARTICLE 4: ORGANIZATION

There shall be one large body of women presided over by a President, Vice-President, Secretary, Treasurer, Commission Chairs and Spiritual Advisor.

There may be smaller, special interest and/or special activity groups known as circles. These groups operate under the by-laws of the parent group – the CCW.

These circles may be formed at any time. They may be permanent or temporary. Any moneys earned by or given to these circles are the moneys of the parent group, CCW. These circles may recommend how these funds are to be utilized and this would be subject to the approval of the CCW.

ARTICLE 5: OFFICERS

The officers of this group are President, Vice-President, Secretary, and Treasurer.

The Officers, Commission Chairs and the immediate Past-President shall be considered the Board of Directors.

Elections of officers; A nominating committee with a minimum of three shall be appointed by the President in September. They shall prepare a list of officers to be presented to the CCW at the March meeting. Nominees shall be voted on in April and installed in May.

Vacancies in office: Vacancies shall be filled by appointment of the Board of Directors.

Duties of Officers: The President shall preside at all meetings. She shall be a member, ex officio of all commissions and projects.

The Vice-President shall assume the duties of the President in her absence and serve as publicity chairperson.

The Secretary shall keep accurate records of all proceedings of the CCW and all meetings of the Board of Directors. She shall read the same at the following meeting.

The Treasurer shall keep an accurate record of all moneys received and disbursed and shall render an itemized report of the same at each regular meeting. She shall deposit all moneys within thirty days. She shall pay out any sum under \$50.00 on the order of the President and any amount over \$50.00 on the order of the CCW. She shall maintain a membership list - address and phone number of all members.

The Board of Directors shall have as its chairperson the President of this organization. The Board shall have general control of the business of the CCW.

ARTICLE 6: MEETINGS

The CCW shall meet on the dates established by the Board of Directors. Board meetings will be held one-to-two weeks prior to general meetings and as needed. Circles and other groups may meet as needed at their discretion. A yearly calendar of events shall be prepared and published in September.

ARTICLE 7: DUES

Annual dues are \$5.00. They shall be due September of each year or at the time of joining this organization.

ARTICLE 8: AMENDMENTS

These by-laws may be amended at any regular meeting of this organization by a majority vote of its members present, providing that the proposed amendment has been presented in writing to the general membership within 30 days of such vote.

ARTICLE 9: SPIRITUAL ADVISOR

The Spiritual Advisor shall be the Pastor of St. Joseph's Catholic Church, Fort Atkinson or his designee.

ARTICLE 10: RULES OR ORDER

Basic principal of parliamentary law and protocol shall govern this organization whenever the by-laws are not specific.

ARTICLE 11: MASSES

Four Masses per year will be offered for the living and the deceased members of this organization. Suggested dates are the Feasts of the Annunciation (3/25), Our Lady of Good Council (4/26), the Assumption (8/15), and the Immaculate Conception (12/8).

CCW: POLICY STATEMENTS

1. Any request for monetary donations exceeding \$50.00 to individuals and/or groups must be presented to the Board of Directors prior to the general meeting. To be considered, request shall be in accord with the expressed objectives of this organization. Any disbursement of CCW treasury will be distributed during the last general meeting in March.

If approved by a majority vote of the Board, the request(s) shall be presented for a vote at the next general meeting of the CCW. A vote shall be taken and this vote is decisive.

2. An audit of the treasury of the CCW shall be conducted yearly (generally the end of June).

3. A yearly Budget and Calendar of Events shall be established by the Board of Directors and available for distribution by the first meeting of the year (generally September).

Approved November 5, 2016