

**BY-LAWS**  
**HOLY REDEEMER COUNCIL OF CATHOLIC WOMEN**

**Article I        NAME**

The name of this organization shall be Holy Redeemer Council of Catholic Women, hereinafter referred to "CCW" or "Council".

**Article II        PURPOSE**

The purpose of this Council shall be:

1.     To unite the women of Holy Redeemer Parish for the spiritual, social and educational good of its members and for the welfare of the parish
2.     To raise funds to provide for the needs of the parish, with priority to the Sanctuary; and to support other worthy or charitable projects outside the parish as shall be approved by the members and as funds may allow.

**Article III       SPIRITUAL ADVISOR**

The Pastor of Holy Redeemer, or his delegate, shall be the Spiritual Advisor of this Council.

**Article IV       MEMBERSHIP**

1.     Full membership is open to all women who are registered members of Holy Redeemer Parish. Any member currently in good standing may continue her membership in the event she discontinues her membership at Holy Redeemer Parish at any time after first becoming a member, and may attend meetings and other CCW functions; however, such member shall not be entitled to make a motion or vote on any motion before the membership during a meeting.
2.     Dues are \$5.00 per year.
3.     Dues are payable from September through November 30<sup>th</sup> each year.

**Article V        RESPONSIBILITY OF MEMBERS**

1.     Members are encouraged to attend the scheduled Mass on the first weekend of each month, whenever possible. CCW members shall take up the offertory gifts at this Mass.
2.     It shall be the duty of each member of the Council to support and participate in all programs sponsored by the Council.
3.     Members are expected to willingly serve on committees, projects, and as officers.
4.     A member's duty shall be primarily to the Council and secondly to her Guild.

**Article VI       MEETINGS**

1.     Meetings of this Council shall be on the Wednesday following the first Sunday of each month. Regular meetings shall commence with dinner at 6:00 p.m., to be immediately followed by the business meeting. Executive board meetings shall be held at the discretion of the President.
2.     Meetings of this Council shall be conducted in accordance with generally accepted rules of parliamentary procedure set forth in Robert's Rules of Order.

3. All members shall be bound by ordinary rules of courtesy and shall conduct themselves in a Christian and respectful manner at all times.

## Article VII ELECTIONS

1. A nominating committee shall consist of at least three (3) members appointed by the President at the January meeting, and the committee shall present a slate of officers for election at the March meeting during election years.
2. Elections will be held biennially at the April meeting, and the newly elected officers will be installed at the May meeting.
3. To be an officer, the candidate must be a registered member of Holy Redeemer Parish, a CCW member in good standing with dues paid current, and indicate a willingness to promote the purpose of this Council as stated in Article II.
4. No elected or appointed member shall hold more than one (1) office at a time, and shall not hold the same office for more than two (2) consecutive two-year terms.
5. The terms of office for each elected officer shall commence on June 1<sup>st</sup>, the beginning of the fiscal year, following the installation of officers at the May meeting, and the newly elected officers shall conduct membership meetings beginning with the September meeting following installation. The newly elected President shall schedule Executive Board meetings prior to the September membership meeting as necessary for the continuation of Council business.

## Article VIII ORGANIZATIONAL STRUCTURE

### FISCAL YEAR

The fiscal year of the Council shall be June 1 through May 31 of each calendar year.

### DISSOLUTION OF THE COUNCIL:

In the event that Holy Redeemer Council of Catholic Women is disbanded or ceases operation for whatever reason, any remaining treasury funds shall be transferred to Holy Redeemer Church (Diocese of Lansing), 1227 E. Bristol Road, Burton, MI 48529.

### EXECUTIVE BOARD

1. The Executive Board shall consist of the President, First Vice President, Second Vice President, Third Vice President, Recording Secretary and Treasurer, hereinafter referred to as "officers".
2. The Immediate Past President shall serve as an ex-officio advisory member of the Executive Board. If the Immediate Past President is unwilling or unable to serve in this capacity, the President, with the approval of the Executive Board, may appoint another Past President to fill this position.
3. The duties of the Executive Board shall be to govern the Council and to transact the normal day-to-day business of the Council between regular monthly meetings. The President shall schedule Executive Board meetings as needed at her discretion.
4. The Executive Board, at its discretion, shall have the authority to direct the Treasurer to pay from Council funds, without motion at a regularly scheduled meeting, an amount not to exceed \$100.00 per expenditure, and not to exceed \$300.00 per fiscal year, for necessary and appropriate expenses for the benefit of or relating to the operation of the Council.
5. Outgoing Executive Board members are encouraged to assist their successors in office to provide for a smooth transition in duties.

6. All elected and appointed officers are encouraged to monitor the National Council of Catholic Women's website ([www.nccw.org](http://www.nccw.org)) and relay information to the membership when appropriate.

#### APPOINTED OFFICERS

The President, with the approval of the Executive Board, shall appoint a member in good standing to the following appointed offices: Historian, Chaplain, Parliamentarian, and Correspondence Secretary. The appointed officers shall not be members of the Executive Board.

Each elected and appointed officer shall provide the President with a summary of accomplishments for their respective position for the preceding year no later than April 30<sup>th</sup> of each year, and the President shall submit a summary of all accomplishments of the Council at the May meeting each year.

#### VACANCY IN ELECTED OR APPOINTED OFFICE

1. In the event a vacancy shall occur in any elected or appointed office, prior to the expiration of the current term of such office, the President shall announce the vacancy at the next membership meeting. The President shall call for volunteers to complete the remaining term of office.
2. The Executive Board, in its discretion, shall either: (a) call for a special election to select a member to complete the term of an elected office in the event there is more than one candidate for the office; or (b) the President, with the approval of the Executive Board, may appoint a member to fill a vacancy in an elected office.
3. The President, with the approval of the Executive Board, shall have the authority to appoint a member to fill a vacancy in any appointed office or committee chair.
4. Any member appointed to fill a vacancy in either an elected or appointed office, or committee chair, shall meet the requirements of an officer as set forth in Article VII, Paragraph 3 of these By-Laws.
5. All members are encouraged to willingly volunteer to fill such vacancies for the good of the Council and the continuation of its goals and purposes.

#### Article IX PROPERTY AND FILES OF THE COUNCIL

1. All files and records maintained by any elected officer, appointed officer, committee chairwoman, or any other member of this Council are, at all times, the property of the Council, and any member having possession of such property, files and/or records shall maintain the property in good condition.
2. All files and records in the possession of an out-going elected or appointed officer shall be transferred to their successor within two (2) weeks of installation of officers.
3. All files and records in the possession of any committee chairwoman shall be transferred to their successor, if there shall be one, and in the event the successor chairwoman is not known or has not yet been appointed, such files and records shall be transferred to the President until a successor chairwoman is appointed.

#### Article X DUTIES OF ELECTED OFFICERS

**PRESIDENT.** The duties of the President are as follows:

1. To attend and preside at all general membership meetings and all Executive Board meetings
2. To approve all expenditures to be paid by the Treasurer

3. To appoint all committee chairwomen and committee members
4. To cast the deciding vote in case of a tie
5. To attend all meetings of the Regional Council of Catholic Women held quarterly, whenever possible, or to designate a representative of the Council to attend in her absence.
6. To appoint a committee of at least three (3) members to audit the treasury records no later than the April meeting
7. To present to the members a summary of the work accomplished by the Council during the past year at the last meeting of each business year
8. To review and approve minutes of all meetings of the Council prepared by the Recording Secretary, and, in the absence of the Recording Secretary, to appoint a member to record and prepare the meeting minutes

**FIRST VICE PRESIDENT** The duties of the First Vice President are as follows:

1. To attend all general membership meetings and all Executive Board meetings and to preside at meetings in the absence of the President.
2. To assume the duties of the President in the event of the resignation of the President until the position is filled in accordance with these by-laws.
3. To supervise and provide assistance to all guilds, including providing each guild with an explanation of meeting hostess duties.
4. To arrange for Masses to be said for all living and deceased members of the Council on the first Sunday of each month and the special Masses held on the evening of the May and December meetings each year, and to arrange for members to take up the offertory gifts at these Masses.
5. To arrange for a program for meetings, with the assistance of the President and approval of the Executive Board, when requested by the Executive Board.

**SECOND VICE PRESIDENT** The duties of the Second Vice President are as follows:

1. To attend all general membership meetings and all Executive Board meetings and to preside at meetings in the absence of the foregoing officers
2. To serve as chair of the Membership Committee
3. To contact all registered women of Holy Redeemer Parish who are not members and invite them to join the Council
4. To conduct an annual membership drive

**THIRD VICE PRESIDENT** The duties of the Third Vice President are as follows:

1. To attend all general membership meetings and all Executive Board meetings and to preside at meetings in the absence of the foregoing officers
2. To arrange for publication of all Council meetings with the parish office staff, and to coordinate publicity for other Council functions with the function chairwoman, which shall include the submission of news and announcements to newspapers, media, parish office staff, and the Pastor

**RECORDING SECRETARY** The duties of the Recording Secretary are as follows:

1. To attend all general membership meetings and all Executive Board meetings and to preside at meetings in the absence of the foregoing officers
2. To keep accurate minutes of all meetings of the Council
3. To attend to all official correspondence of the Council

TREASURER The duties of the Treasurer are as follows:

1. To attend all general membership meetings and all Executive Board meetings and to preside at meetings in the absence of the foregoing officers
2. To accurately account for all funds of the Council and to promptly deposit all funds into the Council's bank account(s)
3. To prepare an annual budget for review by the Executive Board. The proposed budget shall be presented at the April meeting and submitted to the membership for approval at the May meeting each year.
4. To provide a report to the membership on the current financial status of the Council at each monthly meeting.
5. To submit the treasury books to the auditing committee at the conclusion of each fiscal year
6. To conduct the financial business of the Council in accordance with the financial procedures set forth in these By-Laws

## Article XI DUTIES OF APPOINTED OFFICERS

HISTORIAN The duties of the Historian shall be:

1. To assemble and preserve a record of the activities and achievements of the Council and parish in a book provided for this purpose
2. To be the custodian of the history book and other records during her term of office
3. To make the history book and other records available when requested by the President or Pastor
4. To provide a summary of accomplishments to the President no later than April 30<sup>th</sup> of each year

CHAPLAIN The duties of the Chaplain shall be:

1. To open and close all meetings with prayer and to announce the prayer intentions
2. Say grace before each meal
3. Recite the Litany at the commencement of each business meeting

PARLIAMENTARIAN The duties of the Parliamentarian shall be:

1. To advise the President on points of order and parliamentary procedure and she shall sit with elected officers at each meeting when requested by the President
2. To be thoroughly familiar with the By-Laws
3. To assist with any question that may arise regarding the interpretation of the By-Laws and meeting procedure
4. To call to the attention of the President if business is conducted out of order and to do so with discretion
5. She shall avoid making motions.
6. She shall not take sides on any questions before the membership.
7. She shall not be partial to the Chair.
8. She shall not address the membership on parliamentary matters unless requested.
9. She shall be responsible for conducting any votes which are taken by paper ballot.

CORRESPONDENCE SECRETARY

The Correspondence Secretary shall perform such duties as requested by the Recording Secretary and/or President. These duties shall include, but not be limited to, sending cards to members or members' families (such as thank you, get-well, condolence/ sympathy, special birthday or anniversary, or other special occasion cards).

Article XII STANDING COMMITTEES.

The President shall appoint a chairwoman for each of the following standing committees. All committee chairwomen are encouraged to monitor the National Council of Catholic Women's website ([www.nccw.org](http://www.nccw.org)) and relay information to the membership when appropriate.

HOSPITALITY:

The chairwoman's duties include, but are not limited to the following:

Select members to serve on the committee as needed; act as hostess at social gatherings at the request of the Pastor or President; monitor the amount of supplies in the supply closet, such as paper products, cups, disposable utensils, coffee, and related items, and be responsible for maintaining an adequate supply of these items; and to perform all other duties as may be required or requested by the President.

SCHOLARSHIP:

The chairwoman shall head all scholarship programs offered by the Council, including the faith-based Senior Scholarship and the Patricia Paris Scholarship for non-traditional students. The chairwoman's duties include, but are not limited to the following: Select three members to serve as the voting committee for each scholarship program; prepare and/or approve all forms, applications, and other documents used by each scholarship committee; coordinate with the Third Vice President in arranging for publication of all notices or announcements in the church bulletin; serve as the designated person for all completed applications to be delivered to; deliver redacted applications and other documents to the voting committee members; provide guidance when requested by the voting committee members; send all necessary correspondence on behalf of the scholarship committees; confirm all applicants meet the qualifications and provide the required documentation; coordinate with the Treasurer in the payment of all scholarship monies to the appropriate colleges or universities; and to perform all other duties as may be required or requested by the President.

RETREAT:

The chairwoman shall arrange for a Women's Retreat to be held in March of each year during the Lenten season. The chairwoman's duties shall include, but are not limited to the following: Select members to serve on the Retreat Committee, select the date and topic for the Retreat; arrange for speakers and a brunch/luncheon menu; take registrations and collect payments; coordinate with the Pastor; music minister, and/or church office in making all arrangements related to the Mass; and to perform all other duties as may be required or requested by the President.

RIGHT-TO-LIFE:

The chairwoman's duties shall include, but are not limited to the following: Coordinate the Mother's Day Right-to-Life sucker donations on Mother's Day of each year; arrange for the delivery of all baby items collected at the Christmas (Infant Jesus) Mass in December of each year to Heartbeat of Flint; provide reports of interest to the membership at the monthly meetings; and to perform all other duties as may be required or requested by the President.

INTERNATIONAL SERVICES:

The chairwoman's duties shall include the following: Arrange for a collection at all monthly meetings for the "Penny Pot" and "Madonna Fund"; deliver all funds collected to the Treasurer; provide reports of interest to the membership at the monthly meetings; and to perform all other duties as may be required or requested by the President.

Article XIII STANDING COMMITTEE AND EVENT CHAIRWOMEN:

1. The President shall have the authority to appoint a chairwoman and co-chairwoman for a specific event sponsored by the Council.
2. The appointed members shall be responsible for making the necessary decisions with respect to the event, but shall keep the President fully informed as to all matters regarding the event.
3. All committee members shall be under the direction of the chairwoman and co-chairwoman.
4. The chairwoman shall submit receipts and/or bills for all expenses related to the event to the Treasurer for payment or reimbursement. The Treasurer shall not issue payment for any expense which is not documented by an appropriate receipt.
5. The chairwoman may request a reasonable sum from the Treasurer for start-up funds for the event. The Treasurer, upon request, may advance start-up funds to the event chairwoman in an amount up to \$300.00 without the need of a motion. Any amounts requested in excess of \$300.00 must be brought by motion at any regularly scheduled meeting.

Article XIV FORMATION AND DUTIES OF GUILDS

1. All Guilds shall be under the direction and guidance of the First Vice President.
2. To form a Guild, the group should report the membership and proposed name of the Guild to the First Vice President, who shall give her support and any suggestions she deems necessary on the formation of the new Guild.
3. Guilds shall take turns at being hostesses each month at the Council meetings and take up the offertory gifts at the scheduled Mass on the Sunday immediately prior to the meeting which the Guild hosts.
4. Guild members shall pay dues as directed by the individual Guild.
5. Each Guild shall support the Council to the best of its ability and consult with the First Vice President when doubtful of its duties.
6. Any monies collected by the Guilds shall be turned in to the Treasurer annually at the May meeting if a Guild so desires.
7. Each Guild may adopt a charitable project each year as a Guild project. The project may be related to the Church, school or another common interest of the Guild members.

Article XV NATIONAL COUNCIL OF CATHOLIC WOMEN

1. If funds permit, the Council may pay registration, transportation and lodgings, where appropriate, for the President, or her appointed representative, for her attendance at the National Council of Catholic Women Conference, and the Lansing Diocesan Biennial Council of Catholic Women, not to exceed the amount allowed for these expenses in the budget, and contingent on the President or her appointed representative's attendance at such conferences. Any amount in excess of the budgeted amount for the above expenses shall be brought before the members for approval by motion.
2. The Council is encouraged to support the work of the National Council of Catholic Women upon which the structure of the Council is based.

Article XVI VOTING

Motions which call for the expenditure of Council funds in the amount of \$500 or less may be made during all regular monthly meetings by any member in good standing, as stated in Article IV above. The President shall call for a vote upon the motion. The vote may be conducted by

voice vote, standing vote, or paper ballot, at the discretion of the President; however, any member may request that the vote be by paper ballot, and such request shall not be unreasonably denied. Upon request by any member for a paper ballot, the President shall direct the Parliamentarian to distribute paper ballots to the membership. The President shall appoint two or more members to serve as tellers, who shall assist the Parliamentarian with the distribution, collection and counting of the ballots. The Parliamentarian shall give the voting results to the President for announcement to the membership.

## Article XVII REQUESTS FOR MONETARY DONATIONS

### GENERAL PROCEDURES

All requests for monetary donations in excess of \$500 shall be placed on the meeting Agenda for discussion at a regularly scheduled Council meeting. The President shall allow general discussion as stated in Article XVIII, Paragraph 6, and shall allow for a motion to be presented; however, any motions for monetary donations of Council funds in excess of \$500 shall be tabled following discussion and prior to a vote until the next regularly scheduled meeting. The motion shall be placed on the Agenda under "Old Business" and the President shall call for a vote by the membership, unless the motion is withdrawn.

### VOTING PROCEDURES

Voting on any motion for monetary donations in excess of \$500 must be conducted by written ballot only. The President shall appoint two or more members to serve as tellers, who shall assist the Parliamentarian with the distribution, collection and counting of the ballots. The Parliamentarian shall give the voting results to the President for announcement to the membership.

### REQUESTS BY MEMBERS

Requests for monetary donations by a member should be presented to the membership by motion at a regularly scheduled meeting. The motion shall include: (1) the purpose/benefit for which the funds will be used, (2) the specific amount requested, and (3) the line-item in the budget to which the expenditure is to be allocated.

### REQUESTS BY NON-MEMBERS

1. Requests for monetary donations by non-members should be presented in person at a regularly scheduled meeting by the person making the request, or a representative on behalf of the group or organization making the request, whenever possible. The presentation shall include the purpose or benefit for which the funds will be used. Motions on requests for monetary donations shall be tabled until the next business meeting, as set forth in Article XVI, Voting Procedures.
2. Requests for monetary donations should be placed on the meeting agenda immediately following the prayers identified as "Requests for Monetary Donations". A brief period of time to allow questions to the speaker should follow the presentation. If the speaker is a non-member, he/she should leave the meeting following the presentation and question period.
3. The recipients of any monetary donations should be invited to a subsequent meeting to give a report to the membership, whenever possible.

## Article XVIII FINANCIAL PROCEDURES

The Council, its elected and appointed officers, and members at large, shall follow the guidelines listed below in all decisions concerning the expenditures of Council funds.



1. Primary use of the Council funds shall be directed, first and foremost, for the needs of the parish sanctuary, which includes expenses for Communion wafers and wine, altar linens, and other such related expenses.
2. In order to ensure adequate funds are available to meet the obligations to provide for the needs of the sanctuary, as stated above, the Treasurer shall maintain a reserve fund in the minimum amount of \$3,000.00. The funds maintained in the reserve fund shall only be used for sanctuary expenses, and shall not be accessed for any other purpose. The reserve fund shall only be used when there are insufficient funds in the general fund to pay the regular on-going sanctuary expenses for the parish. The interest on the reserve fund may be transferred to the general fund, at the discretion of the Board.
3. As previously stated in these By-Laws, the Treasurer shall prepare and present an annual budget for the membership's approval, and every effort shall be made to maintain expenses within the limits of the budget.
4. It is the responsibility of each member, whether acting as an elected or appointed officer, committee chairwoman, or a general member, to be familiar with the annual budget, in particular, when bringing motions before the membership involving the expenditure of Council funds.
5. Any matter involving the expenditure of Council funds for expenses other than the ordinary and regular expenses of the Council shall be placed on the meeting agenda.
6. The President shall allow an appropriate period of time for general discussion on any agenda item where the expenditure of funds is anticipated **prior to** the presentation of any motion to expend a specific amount of funds. The purpose of the general discussion period shall be to provide information to the members on the agenda item in order that the members may make an informed decision once a formal motion is on the floor. Upon a formal motion having been made and seconded, the President shall call for discussion in accordance with generally accepted rules of parliamentary procedure. All motions for monetary donations in excess of \$500.00 shall be tabled until the next regularly scheduled meeting, as set forth in Article XVII above.
7. Prior to general discussion by the members, the President shall ask the Treasurer to provide the following information: (a) whether the current budget includes a provision for the expense, and, if so, the Treasurer shall inform the members of the amount budgeted for the current year; any amount spent to date; the amount remaining in the budget for the expense, and whether the Treasurer anticipates future expenses during the remaining fiscal year; and (b) the amount spent on the expense in previous years, if applicable.
8. Any motion for the expenditure of funds shall include: the purpose or benefit for which the funds will be used; the specific dollar amount; and the specific line-item in the budget to which the expenditure is to be allocated.
9. Committed expenses shall have priority over discretionary expenses and other general donations.

## ARTICLE XIX

### AMENDMENTS TO BY-LAWS

1. **PROCEDURE:** By-Laws may be amended at any regularly scheduled meeting of the Council by a 2/3 vote of the membership present. All proposed amendments shall be submitted in writing to the Executive Board not less than 30 days prior to presentation to the membership.
2. **NOTICE:** Notice shall be published in the parish bulletin that proposed By-Law amendments will be distributed at the next regularly scheduled meeting and that the amendments shall be placed on the Agenda for approval at the meeting following the meeting at which the proposed amendments were distributed.

3. **DISTRIBUTION TO MEMBERS:** The proposed By-Law amendments shall be distributed to the members, in writing, at the monthly meeting stated in the parish bulletin notice. The membership shall have no less than one month to review the proposed amendments prior to presenting the proposed amendments to a vote.
4. **DISCUSSION AND ADOPTION:** The proposed By-Law amendments shall be placed on the Agenda for discussion and adoption at the next regularly scheduled meeting following the meeting at which the proposed amendments were distributed.
5. **EFFECTIVE DATE:** Amendments to these By-Laws shall take effect immediately upon adoption unless otherwise specified.
6. **GRAMMATICAL AND CORRELATION CHANGES:** Automatic grammatical and correlation changes in these By-Laws or amendments thereto, which in no way alter the intent of the respective by-law or amendment, shall be effected subject to the approval of the Executive Board.

Distributed to members September 9, 2015  
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