

NOTRE DAME COUNCIL OF CATHOLIC WOMEN

BYLAWS

ARTICLE I. NAME AND AFFILIATION

Section 1. The name of this Council shall be the Notre Dame Council of Catholic Women.

Section 2. The Council shall be affiliated with the Knoxville Diocesan Council of Catholic Women and the National Council of Catholic Women. Annual NCCW membership dues shall be paid to the KDCCW. One subscription to *Catholic Women* shall be provided for the President of the Council.

ARTICLE II. INSIGNE

The Board of Directors shall establish the insigne of the NDCCW.

ARTICLE III. OBJECTIVES

Section 1. The first objective is to unite the Catholic organizations and individual Catholic women of Notre Dame, to develop their spiritual growth and leadership potential, and to motivate and assist them to act upon current issues in the Church and Society.

Section 2. The second objective is to be a medium through which the Catholic women of Notre Dame may speak and act on matters of common interest.

Section 3. The third objective is to establish relations with other civic and social agencies and interfaith groups in the endeavor to create interest in, and to aid in the solution of present day religious, civic, and educational concerns.

Section 4. The fourth objective is to support the Mission Statement of the National Council of Catholic Women – *“The National Council of Catholic Women acts through its membership 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.”*

ARTICLE IV. MEETINGS

Section 1. Meetings will be held monthly except for the months of June and July. A notice shall be given of change of date. The Executive Board may call special meetings with a five (5) day notice given.

Section 2. Voting on issues shall be done by a simple majority of those in attendance.

Section 3. Robert’s Rules of Order will be observed.

ARTICLE V. MEMBERSHIP AND DUES

Section 1. All women of the parish are considered to be members of the Council and may attend activities. Annual dues of \$10 will be by voluntary donations each fall.

Section 2. The Pastor or administrator shall be the spiritual moderator of this Council.

ARTICLE VI. OFFICERS AND THEIR ELECTION

Section 1. The officers of this Council shall be President, Vice-President, Secretary, and Treasurer. These officers shall be elected at the June meeting by a vote from the floor of all members present and absentee ballots received. Officers shall serve for a term of two years, beginning May 2009; and they shall remain in office until their successors are elected. No officer shall be eligible for the same office for more than two consecutive terms. The officers shall be installed by or before the August meeting.

Section 2. Nominations for officers shall be made by a Nominating Committee of at least three members appointed by the Executive Board and from any member prior to the May general meeting. Consent of each candidate must be obtained before her name is placed in nomination. The Nominating Committee shall verify that all candidates are eligible and shall seek the Pastor's approval of the slate of candidates. The slate of candidates shall be presented at the May general meeting.

Section 3. Vacancy occurring in any office shall be filled by appointment by the Executive Board. In case a vacancy occurs in the office of President, the Vice-President shall assume the office of the Presidency.

Section 4. A simple majority of Council members present and voting plus absentee ballots is necessary to be elected.

ARTICLE VII. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of officers, guild chairpersons, committee (formed as needed) chairpersons appointed by the president, and a moderator, when possible. The outgoing President shall also serve on the Executive Board for one year as an advisor, and shall have no vote in that capacity.

Section 2. The duties of the Executive Board shall be to transact necessary business in intervals between meetings of the council, to prepare an annual budget to be presented to the members at the October meeting, to approve plans of work of each guild and committee, to present a report at regular meetings when necessary, and to set an audit date for records.

Section 3. The Executive Board shall meet as needed or at the special request of the President or by a majority of the members of the Board. If needed, a simple majority of the Board shall constitute a quorum.

ARTICLE VIII. ELECTED OFFICERS AND THEIR DUTIES

Section 1. The President shall preside at all meetings of the Council and of the Executive Committee, shall be a member ex-officio of all guilds and committees except the Nominating Committee, and shall perform all other duties pertaining to the office.

Section 2. The Vice-President shall act as aide to the President and shall perform the duties of the President in her absence. She shall serve as program chairman.

Section 3. The Secretary shall keep an accurate record of all meetings of the Council and Executive Board, shall keep accurate attendance records, shall serve as e-secretary, and shall perform other secretarial duties as may be delegated to her by the President.

Section 4. The Treasurer shall keep an accurate account of all funds, shall keep a correct list of all dues-paid members, and shall keep an accurate record of receipts and expenditures authorized by the Council. She shall only pay for expenditures approved by the Executive Board. The year's end report is to be made at the first meeting following the end of the fiscal year, June 30. The books must be reviewed yearly by the spiritual moderator.

Section 5. Any officer who does not attend a minimum of one-half the meetings may be replaced at the discretion of the Executive Board.

ARTICLE IX. CHAIRPERSONS AND THEIR DUTIES

Section 1. The mission of NDCCW shall be carried out through the works of individual women, committees, and guilds. We shall strive to cover the six service areas as stated in the NCCW guidelines: (1) Spirituality, (2) Leadership, and (3) Service. The president appoints chairpersons of committees; these chairpersons will be part of the Executive Board.

Section 2. Each guild and committee chairpersons may give a report at each CCW meeting. Chairpersons will maintain a list of members and keep track of money spent and raised.

Section 3. Currently there are four guilds - each headed by a chairperson. Chairpersons will be appointed by the Executive Board with the advice and consent of the individual guilds and may serve no more than two consecutive two-year terms of one guild; they will be part of the Executive Board. The guild chairpersons shall be installed by or before the August meeting.

- St. Catherine Guild – The charism is crafting. Anyone may donate finished crafts or supplies. Craft items may be sold to raise funds for the CCW.
- St. Elizabeth Guild – The charism is outreach to persons in need.
- St. Martha Guild – The charism is outreach to bereaved families. The guild also works closely with the Family Life Committee of the Parish Pastoral Council.

- St. Veronica Guild – The charism is care of the altar, the church, and its needs.

Section 4. Additional guilds may be added by a simple majority vote of Council members.

ARTICLE X. AUTONOMY

The Notre Dame Council of Catholic Women shall not in any way interfere with or violate the autonomy of any other group or organization of the Parish.

ARTICLE XI. DCCW CONVENTION

Section 1. The President and the Vice-President of the Council will be the delegates to attend the DCCW Convention; however, if these delegates cannot attend, the Executive Board will appoint two other delegates. The Council will designate a line item in the budget to pay for the full conference registration fees and hotel room for the two delegates.

Section 2. All NDCCW members may attend the convention but at their own expense.

ARTICLE XII. AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the Council by a two-thirds vote of members present, provided notice of proposed amendments has been given at the previous meeting.

Section 2. The by-laws for Notre Dame Council of Catholic Women shall be reviewed every three years or as necessary.