

QUEEN of the APOSTLES PARISH COUNCIL of CATHOLIC WOMEN (PCCW)

By-Laws

Article I. Name

This organization will be known as the Queen of the Apostles Parish Council of Catholic Women (PCCW).

Article II. Mission

These objectives focus on the development of spirituality, service and leadership as established by the National Council of Catholic Women:

- To support all women of Queen of the Apostles Parish through religious, educational, and social activities.
- To assist the pastor in spiritual and material undertakings for the welfare of the parish.
- To facilitate and encourage the participation of parish women in the Deanery, Diocesan and National Councils of Catholic Women.
- To serve the parish and community in accordance with Gospel values.
- To promote respect for life at all ages.
- To support missionary programs through prayer, service and financial support.

Article III. Membership

Eligibility

- Active membership will include all registered parish women, over the age of 18.
- Membership is without cost.
- All registered parish women are assigned to, or may choose a specific guild.
- Honorary status is awarded to, or chosen by those parish women unable to actively participate in PCCW activities.
- Honorary members retain voting privileges.

Affiliations

The PCCW will belong and pay dues to the Tomah Deanery, the La Crosse Diocesan Council of Catholic Women (LDCCW), and the National Council of Catholic Women (NCCW).

Article IV. Officers

The elected officers of this organization will be a President, Co-president, Secretary, and Treasurer.

Election of Officers

- A nominating committee will be appointed at the February meeting.
- A slate of officer candidates will be nominated in May, elected in June, and installed at the July meeting.
- Elections will be conducted by a show of hands, unless an office has more than one candidate. In this case, ballots will be used.
- Those participating in the election of officers must be present to vote.

Terms of Officers

- The Executive Office will consist of a 2-year term. The member will be elected to a 2-year term, serving as Co-president in year 1, and transitioning to President in year 2.
- The term of Treasurer will be 2 years, with election occurring in **odd** calendar years.
- The term of Secretary will be 2 years, with election occurring in **even** calendar years.
- In the event that the office of secretary, treasurer, or co-president is vacated for up to 4 months, the President will appoint a replacement for the remaining fiscal period.
- In the event that an executive office vacancy of more than 4 months occurs, a special election to complete the current term will take place.
- ALL Executive Officer positions may be elected for up to 3 successive terms of office.

Duties of Officers

President:

With mutual agreement and coordination with the Co-President, she will perform the following duties:

- Act as the liaison between the pastor/parochial administrator and the PCCW.
- Act as the representative to the Tomah Deanery CCSVV.
- Attend Parish Council meetings and act as a liaison between the parish council and the PCCW.
- Furnish leadership of PCCW activities.
- Preside at all meetings, call special meetings when necessary, and perform such duties as are incumbent upon this office.

- Set the agenda and conduct the meetings using parliamentary procedure when appropriate.
- Disseminate information received from deanery, diocesan and national levels of council.
- Appoint chairwomen of special and standing committees, as per the by-laws.
- Promote the focus of LDCCW and NCCW programs.
- Encourage member participation in workshops and gatherings.
- Delegate responsibilities as needed.
- Submit PCCW announcements to the parish secretary for publication in a timely
- Keep records of the activities of the office and pass these on to her successor, the Co-president
- Offer mentorship to the co-president in preparation for the transition to President.
- Adhere to the by-laws of this organization.

Co-President:

In coordination with the President, she will perform the following duties;

- In the absence of the President, perform all of the duties of the President.
- Assume the office of President in the event that the President is unable to complete her term.
- Attend scheduled PCCW meetings
- Familiarize herself with the PCCW through interaction with guild chairwomen and participation in activities
- Encourage member participation in PCCW and Deanery activities

Secretary:

- Attend scheduled PCCW meetings and record the proceedings according to the NCCW Guidelines.
- Act as custodian of these records.
- Take attendance at PCCW meetings.
- Submit meeting minutes to the co-presidents before publication.
- Publish and post minutes, PCCW information and notices, in coordination with the co-presidents, via bulletin and/or electronic communication in a timely manner.

- Complete correspondence as directed by the co-presidents.
- Adhere to the by-laws of this organization. Treasurer

Treasurer:

- Maintain an accurate PCCW checkbook.
- Dispense funds as directed by the co-presidents, or approved by the membership.
- Submit all checks to the pastor or parochial administrator for final approval and signature.
- Pay dues to deanery, diocesan and national councils.
- Deposit all funds to the designated financial institution promptly.
- Provide a written monthly financial report to include a beginning balance, deposits by category, disbursements, and ending balance.
- Attend scheduled PCCW meetings, or in her absence provide in advance, a written financial report to the co-presidents.
- Prepare an annual financial report and budget for review by the executive office and the approval of the membership at the July meeting.
- Submit all financial records for review and/or audit to the parish office in July.
- Mentor the new treasurer.
- Adhere to the by- laws of this organization.

Article V. Executive Committee

- The executive committee will consist of the President and the Co-president.
- This committee will have the power to act in an emergency.
- This committee may approve urgent expenditures as established within the Standing Rules.

Article VI Meetings

- Regular meetings of the PCCW will be conducted as scheduled or as determined by the executive committee.

- A total of 14 PCCW members in attendance at a meeting will constitute a quorum in order to conduct business.
- Outgoing officers will present the financial report at the annual meeting.
- New officers will be installed at the annual meeting, and will assume their duties at the point of "New Business", beginning with a review of the PCCW By-Laws and reading of the PCCW Standing Rules.
- Roberts Rules of Order will be the parliamentary procedure used at all meetings.

Article VII. Commissions

- The Commissions will consist of Spirituality, Leadership, and Service as defined in the NCCW Resource Manual.
- Commission chairs will share information received from the Deanery or the NCCW.

Article VIII. Committees

Committees will be appointed by the Executive Committee as deemed necessary to accomplish the objectives of the PCCW. Special committees will be dismissed when their goals have been accomplished. Standing committees will be established to carry out objectives set forth in the by-laws.

Standing Committees

- **Church Cleaning Committee** will coordinate volunteers and obtain supplies to clean the church per Church Cleaning Guidelines.
- **Membership Update Committee** will update guild rosters as information becomes available from the parish secretary and provide this information to guild chairs. New rosters will be printed annually. The committee will provide a copy of the PCCW Guild Co-Chair Guidelines to new guild chairwomen and make it accessible on the parish website. New parishioners will receive the PCCW brochure and a welcome letter by mail indicating their guild assignments.
This committee will also update the Martha Group rosters and provide this information to Martha Group chairs. New rosters will be printed annually. A copy of the Queen of the Apostles Funeral Luncheon Policies will be provided to new chairs and also installed in the PCCW kitchen.
- **Kitchen Committee** will organize and monitor the PCCW kitchen, keep an inventory, order necessary supplies and document purchases.

- **Martha's Group** will prepare and serve parish funeral luncheons, as per Queen of the Apostles PCCW Funeral Luncheon Policies.
- **Rosary Committee** will organize and lead the funeral rosary for a deceased PCCW member, upon the request of her family.

Article IX Guilds

- The PCCW will be divided into guilds in order to accomplish the goals of the organization.
- The **Membership Update Committee** will provide current membership changes to guild chairs, and update guild membership rosters annually.
- Guild co-chair positions will be filled on a voluntary basis with their terms and duties referenced in the PCCW Guild Co-Chair Guidelines.
- Guild chairs will contact their new members to welcome and inform them about their guilds.
- Monthly guild duties are assigned and confirmed annually.
- Each guild will provide salads and desserts for funeral luncheons of its deceased guild members and/or members of their families.
- Guilds will participate in PCCW fundraisers.
- Guild assignments will be rotated for the annual parish fundraising event.
- Each guild will determine and be responsible for its annual fundraising project. Project profits and expenses will be submitted to the treasurer.
- Upon the death of a guild member, PCCW members are encouraged to attend the funeral rosary and/or Mass.

Article X. Donations

A special envelope marked Donation to the Parish Council of Catholic Women will be included in the annual June Parish Contributions mailing.

Article XI. Finances

The PCCW annual fiscal year commences on July 1 and ends on June 30.

Article XII. Amendments

These by-laws may be amended at any PCCW meeting, provided notice has been given at the previous meeting and proposed revisions have been posted for review at least one week in advance. A change must be approved by two-thirds majority vote of the quorum.

Article XII. Parliamentary Procedure

The rules contained in the latest edition of Robert's Rules of Order, Newly Revised will govern this PCCW in all cases in which they are consistent with these bylaws.

Article XIII. Dissolution Clause

In the event of dissolution of this Queen of the Apostles Parish Council of Catholic Women organization, all assets, monies, and properties will automatically be assigned to the Queen of the Apostles Parish. Should the dissolution be the result of a parish merger, all assets, monies, and properties will be transferred to the newly designated PCCW.