

BYLAWS
HOLY NAME COUNCIL OF CATHOLIC WOMEN

MISSION STATEMENT

Holy Name CCW spreads Christ's love by helping those in need at home and abroad by fostering companionship among women of the Parish and by supporting Holy Name School, Parish and Community.

Article I – Name

This organization shall be the Holy Name Council of Catholic Women (HNCCW).

Article II – Purpose

The purpose of this organization shall be to serve as a medium through which the CCW of the Diocese of Cheyenne may act to support, empower and educate all Catholic women in Spirituality, Leadership and Service. HNCCW programs respond with gospel values to the needs of the Church and society in the modern world. We act for the good of the Church, our community and our country with the objectives of the Sheridan Deanery and the Wyoming Council of Catholic Women.

Article III – Governing Bodies

Section 1 Board of Directors

The pastor, or a priest appointed by the pastor, shall be the Spiritual Director. The officers shall be the President, Vice-President, Secretary and Treasurer. All officers shall serve a two-year term. No officer shall serve more than two (2) consecutive terms in the same office, except in an emergency. The President may appoint commission chairs, which are spirituality, leadership and service and special presidential appointees. These persons, together with the small group representatives and the immediate Past President shall constitute the Board of Directors. The Board of Directors shall have jurisdiction over all matters pertaining to management of the affairs of the Council. In emergency situations, President may act with the approval of three (3) board members if it is for the good of the HNCCW.

Section 2 Duties of the Officers

President – The President shall preside over all meetings of the organization and the Board of Directors. She may appoint Commission Chairs, Special Committees and Standing Committees. She shall perform all duties usually associated with her office and shall perform other duties as devolve upon the office (Deanery meetings/WCCW Convention etc.). She is an ex-officio member of all committees.

Vice-President – The Vice-President shall assist the President. In the absence of the President, she shall perform the duties of the President. In case of the death or resignation of the President, the Vice-President shall fill that office for the unexpired term.

Secretary – The Secretary shall conduct all correspondence of the organization. She shall keep a correct record of all proceedings of the Council, the Board of Directors and

General Meetings. She shall keep roll of all the members and shall call the roll upon request. She shall keep a list of all Standing Committees, as well as special presidential appointees. She shall keep an up-to-date record of the Bylaws and Standing Rules. If the President and Vice-President are absent from a meeting, the Secretary shall perform the normal presidential duties.

Treasurer – The Treasurer shall be custodian of all funds of the HNCCW including collected donations. She shall keep an itemized account of all receipts and expenditures. She shall pay all bills approved by the Board either through an approved budget or specific approval for an expenditure. She shall ensure that all expenditures are supported with appropriate documentation or approval and expense. Checks shall have two signatures with the Treasurer, President and Pastor as authorized signers. The Treasurer will prepare reports for each of the board meetings and the general meetings. The Treasurer shall prepare a budget in April for the coming year. The Treasurer shall make an annual report to the Parish Finance Committee or the Pastor by September 15th. All financial records and supporting documentation shall be reviewed on an annual basis and when there is a change of Treasurer by a knowledgeable internal reviewer, who is approved by the Pastor. The review shall be presented to the Pastor and CCW Board.

Commission Chairs – They shall attend the HNCCW General and Board of Directors meetings. They shall present programs as requested by the President and assist the President as requested. They will give an annual report on their activities to the President and to the Deanery Representative.

Immediate Past President – Immediate Past President is a member of the Board of Directors. She acts as an Advisor to the HNCCW.

Small Group Chairs – HNCCW women with similar interests shall be encouraged to form Small Groups. The Small Group Chair will be a member of the Board of Directors.

Article IV – Elections

A search committee of three members with at least one board member shall be appointed at the first board meeting of the calendar year. The Spiritual Director shall serve as chair. The search committee shall draw up a slate of officers. No name shall be placed on the ballot without the consent of the nominee. The proposed slate will be presented at the February or March General Meeting. Nominations from the floor are acceptable with the nominee's consent. Voting for the slate of officers shall be at the same General Meeting.

Article V – Membership and Donations

All women of the Parish over 18 years of age are members of the HNCCW. They shall be encouraged to donate annually an amount recommended by the Board of Directors and then presented at the General Meeting.

Article VI – Meetings

General Meetings will be held three times a year, September through May. The Board of Directors shall meet quarterly, prior to the General Meetings. Small groups will set their own meeting schedules.

Article VII – Installation

Newly elected officers will be installed by the Pastor or his representative at the May General Meeting.

Article VIII – Vacancy

In the case of a board vacancy, the board will recruit and elect a replacement for the remainder of the term.

Article IX – Quorum

A quorum of the Board of Directors shall be three (3) members, two of whom shall be officers. Those in attendance at a General Meeting constitute a quorum.

Article X – Amendments

The Bylaws may be amended at any General Meeting of the organization by two-thirds (2/3) vote of the voting membership in attendance, provided notice of the amendment was given at the previous General Meeting.

Article XI – Parliamentary Procedure

Parliamentary Procedure shall be according to the current Robert's Rules of Order.

Revised and adopted April 5, 1995

Revised and adopted December 5, 2001

Revised and adopted September 3, 2003

Revised and adopted March 3, 2004

Revised November 7, 2012

Approved and ratified November 7, 2012

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Holy Name Council of Catholic Women

Sheridan, Wyoming