

COUNCIL OF CATHOLIC WOMEN

ST. VINCENT DE PAUL PARISH

9100 93rd Avenue North
Brooklyn Park, MN 55445

BYLAWS

ARTICLE I

Name

The name of this organization shall be known as the Council of Catholic Women of St. Vincent de Paul parish (hereafter referred to as CCW of SVDP). This organization is affiliated with the Minneapolis Deaneries Council of Catholic Women, (hereafter referred to as MCCW), the St. Paul and Minneapolis Archdiocesan Council of Catholic Women (hereafter referred to as ACCW), and the National Council of Catholic Women (hereafter referred to as NCCW).

ARTICLE II

Mission

The CCW of SVDP's purpose is to support, empower, and educate women of the parish in spirituality, leadership, and services. We respond with Gospel values to the needs of the Church, in family and society in the modern world.

ARTICLE III

Membership and Dues

Section 1. Membership in the organization shall be open to all women of the parish.

Section 2. Active members are members who attend meetings and events, and shall have voting privileges.

Section 3. The CCW of SVDP shall pay annual dues to MCCW, ACCW, and NCCW.

Section 4. The CCW of SVDP shall pay the registration fee for up to four members to attend the MCCW deanery meetings.

ARTICLE IV

Officers

Section 1. The officers of this council shall be: President, Vice President, Secretary, and Treasurer. The pastor shall serve as or appoint a Spiritual Advisor.

Section 2. Each term of office shall be for two years. No officer shall be eligible for more than two consecutive terms in the same office. After a period of two years, an officer may be reelected to the same office.

Section 3. To be eligible for the office, the candidate must be an active member A written summary of the candidate's experience will be submitted to the Nominating Committee and all applications must be received by February 1st.

Section 4. The President and the Secretary will be elected in the odd numbered years. The Vice President and the Treasurer will be elected in the even numbered years.

Section 5. The election of officers will take place at the March meeting.

Section 6. The installation of officers will take place at the May meeting.

Section 7. Upon completion of a term in office, the officer shall deliver within 30 days to her successor all monies, accounts, papers or other property belonging to the CCW of SVDP. If requested -they will extend assistance to the incoming officer.

Section 8. Vacancies of officers.

- a. If the President should vacate the office for any reason, the Vice President shall assume the presidential duties until the term of office is completed.
- b. For other vacancies of officers, the President, with the consult of the other officers and the pastor or spiritual advisor, appoints the officer to complete the remainder of the term.

ARTICLE V

Duties of Officers

Section 1. All officers are the face of CCW of SVDP and serve to enhance the mission of the organization by promoting membership and ministries.

Section 2. The President shall:

- a. Preside at all CCW of SVDP meetings.
- b. Be an ex-officio member of all other Committees except the Nominating Committee
- c. Plan the CCW of SVDP meetings with the assistance of other officers.
- d. Communicate to the members, other CCW of SVDP programs and announcements.
- e. Attend all MCCW Deanery meetings or appoint a delegate.
- f. Appoint a Parliamentarian.
- g. Sign all vouchers for monies requested.

Section 3. The Vice President shall:

- a. Preside at meetings when the President cannot attend.
- b. Give support to the President and assume duties as delegated by the President.

Section 4. The Secretary shall:

- a. Take accurate minutes at all CCW of SVDP regular and Committee meetings.
- b. Take to all meetings a current copy of the bylaws.
- c. Have copies of the minutes ready for handout at the meetings.
- d. Keep accurate contact information for all members.

Section 5. The Treasurer shall:

- a. Collect any donations from members and provide a receipt for all cash payments. The collection envelope and the checks will serve as a receipt.
- b. Upon a signed voucher by the President, shall prepare the check for signatures by the designated parish staff.
- c. Shall be in charge of all monies at CCW of SVDP events.
- d. Keep accurate account of all receipts and disbursements.
- e. Reconcile each bank statement.
- f. Give a report at each CCW of SVDP regular meeting.
- g. Have financial reports ready for an auditor by June 15th of each year with attached secretary minutes with any voted on disbursements.
- h. Give a yearly report at the regular meeting in September.
- i. Keep all records permanently.
- j. Be the chairman of the Budget Committee.

ARTICLE VI

Committees

Section 1. There shall be Standing and Ad Hoc committees either to oversee the regular duties of the CCW of SVDP or for special events.

Section 2. The Budget Committee (Standing):

- a. Shall consist of the immediate past Treasurer for 1 year if available, Treasurer, President, Vice President, Secretary, and one other member assigned by the President.
- b. Responsible for developing a plan for securing and apportioning funds to meet the needs of this organization, St. Vincent de Paul church and society.
- c. Shall meet by August 15.

Section 3. A Nominating Committee (Standing): shall consist of 3 members; one officer, but not the President, and 2 from the active membership. Members of this committee shall not have served on the previous year's committee. This committee will be formed in November.

- a. The Nominating Committee shall recruit and vet all nominees. The slate of nominees shall be presented at the March meeting at which time there will be the election of officers. Election of officers shall be held by secret ballot, and the candidate with the majority of the votes wins the election. If there is only one candidate for an office, the President may announce the winner by "acclamation".
- b. The nominating committee shall obtain the approval of the Spiritual Advisor and consent of the candidates that they nominate for office.

Section 4. Parliamentarian. The President and the Board may select a parliamentarian. The parliamentarian serves as a resource to the President.

Section 5. Ad Hoc Committee Chairs shall:

- a. Be an active member of the CCW of SVDP
- b. Be approved by the Board
- c. Shall appoint her own sub chairs.
- d. Shall submit a job description of duties involved, if not already in the Secretary's notebook. This should be completed by the September meeting.
- e. Attend all Board meetings or have a delegate take her place.

ARTICLE VII

Meetings and Miscellaneous

Section 1. All membership meetings shall be scheduled in advance before the 1st regular meeting in September.

Section 2. All meetings and information pertinent to the CCW of SVDP shall be reviewed by the President and she will submit it for the weekly bulletin.

Section 3: Special meetings may be called at the request of the President, 3 board members , or 5 members.

Section 4. All signage, facebook, parish website, postal mail, emails, parish mail, should be pre-approved by the President. All communications must be submitted to the parish Admin/Receptionist who will approve or ensure it is properly posted. All signage must identify CCW of SVDP.

Section 5. The Bylaws are to be reviewed every other year.

Section 6: All votes must be passed by majority vote of members present, unless otherwise noted in the Bylaws.

Section 7: Robert's Rules of Order, Newly Revised Edition shall prevail, unless otherwise noted in the Bylaws.

ARTICLE VIII Amendment of Bylaws

Section 1. These bylaws may be amended at a regular or special meeting by a majority vote, provided written notice of the amendment was given to the membership by means of the parish bulletin and email (to those who provided their address with their dues payment) at least twenty-one days in advance of the meeting.

Revised: May 2018

Amended: October 11, 2022

Revised: Oct 24, 2023