

**BY-LAWS
OF THE
HOLY SPIRIT COUNCIL OF CATHOLIC WOMEN**

PREAMBLE

We, as members of the Catholic Church of the Holy Spirit Parish, hereby dedicate ourselves to furthering the work of our Lord Jesus Christ. We accept this as our mission and responsibility. We ask the guidance of the Holy to help carry out the articles contained in our by-laws.

ARTICLE I

NAME

This organization shall be known as the Holy Spirit Council of Catholic Women (HSCCW) and is an affiliate of the Pensacola-Tallahassee Diocesan Council of Catholic Women (PT-DCCW) and the National Council of Catholic Women (NCCW) which provides a voice on national issues.

ARTICLE II

OBJECTIVES

The objectives of the HSCCW shall be:

1. To assist the Pastor.
2. To promote Spiritual growth and to foster Christian attitudes in the Parish and throughout the community.
3. To unite the Catholic women of the Parish in purpose, direction and action in support of the goals and objectives of the Parish, HSCCW, PT-DCCW and NCCW.

ARTICLE III

MEMBERSHIP

Membership in the HSCCW is open to all women of Holy Spirit Parish over eighteen (18) years of age and interested furthering the stated objectives of the HSCCW.

ARTICLE IV

OFFICERS AND BOARD OF DIRECTORS

The elected officers shall be: President, Vice President, Secretary, and Treasurer.

The Board of Directors shall consist of the four elected officers and the appointed committee chairs in addition to the Parliamentarian, immediate Past President and Pastor or his delegate

All officers shall serve a two (2) year term upon installation.

ARTICLE V

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DUTIES OF OFFICERS

President - The President shall preside at all meetings of the HSCCW, be an ex-officio member of all committees and shall perform such other duties as devolve upon her office. She shall appoint chairpersons of special committees and commissions with the approval of the Pastor. She shall prepare an annual operating budget with the assistance of the other Board members and input from the membership. She shall be a representative to the Parish Council, or appoint a representative to serve in that capacity. She shall be an alternate signer of the bank accounts. She shall be a delegate to the South West Deanery and a member of the same. The President shall be a delegate to the Pensacola-Tallahassee DCCW and NCCW conventions with expenses, other than transportation, being paid by the HSCCW. She shall insure funds for these expenses are included in the approved annual budget. She shall provide feedback to the membership after attendance at conventions, or meetings of affiliated councils. She shall prepare an annual report to be sent to the Deanery president prior to the PT DCCW convention.

Vice President - The Vice President shall act for the President by assuming her duties in her absence. She shall be an ex-officio member of all committees and shall serve as Chair of the Organizational and Membership committees. She shall be an alternate delegate to the DCCW and NCCW conventions, with expenses paid by the council, other than transportation.

Secretary - The Secretary shall record minutes of the meetings and be an ex-officio member of all committees. She shall provide a copy of the minutes to the President within two (2) weeks after the regular meeting.

Treasurer - The Treasurer shall collect dues and be the custodian of all moneys of the council, pay all bills with the approval of the President. She shall be an ex-officio member of all committees. She shall present a written report at all regular meetings, and provide a copy of the report to the Secretary prior to the meeting. She shall keep a register of all paid members.

ARTICLE VI

DUES

The annual dues shall be Fifteen Dollars (\$15.00) due in September. The dues of the NCCW, PT-DCCW and Southwest Deanery are included in these annual dues.

ARTICLE VII

COMMITTEES

The President with the approval of the Pastor shall appoint committee chairs. Each committee chairperson shall report on any activity and include any information received from the Deanery counterpart, monthly. This report should be written, with a copy for the Secretary.

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ARTICLE VIII

MEETINGS

The HSCCW shall meet nine (9) times annually, September through May, for the transaction of such business as shall be brought before it. These meetings shall follow morning Mass, when possible.

A quorum shall consist of three (3) elected officers, three (3) appointed board members and members present.

The Board of the HSCCW shall meet to discuss items to be brought to the general meeting before issues are addressed in that forum.

ARTICLE IX

NOMINATIONS AND ELECTION

Nominations and elections shall take place in April. A nomination committee shall be appointed in March by the President and shall consist of three (3) past Presidents, where possible, and the Pastor. The slate of officer candidates shall be presented to and voted on during the April meeting. Installation of officers shall take place at Sunday Mass during the month of May in coordination with the Pastor.

ARTICLE X

AMENDMENTS/RECISIONS

By-Laws - These by-laws may be amended at any regular meeting, provided the membership has been advised thirty (30) days prior to the reading of the amendment. An amendment must be signed by two (2) members in good standing and accepted by a majority vote at a regularly scheduled meeting.

Every four (4) years, the President shall appoint a committee to perform a general review and revision, where needed, of these by-laws. Such revisions shall be presented to the membership in written form thirty (30) days before final approval.

Standing Rules – The Standing Rules may be amended or rescinded by a majority vote at any regular meeting, provided the membership has been advised ten (10) days prior to the reading of the amendment.

Upon revision, a copy of the newly approved by-laws and/or Standing Rules shall be given to each current member and each new member as they join.

Revised and prepared by: Norma Jolly, President

Date: 2/3/2017