

STANDING RULES OF THE HOLY SPIRIT COUNCIL OF CATHOLIC WOMEN

1. Reports to be presented by officers, ad hoc committees or standing committees shall be presented in writing. There shall be three copies of each report; one for the President, one for the secretary (to be filed), and one to be kept by the person presenting the report. Highlights of this report shall be read at the general meeting with commentaries not lasting more than 5 (five) minutes.
2. Expenses will be paid for the Spiritual Advisor, President, and Vice President in the following circumstances:
 - a. Spring and fall SWDCCW luncheon meetings
 - b. Registration and hotel at DCCW Annual Convention
3. Expenses will be paid for the Spiritual Advisor and President in the following circumstances:
 - a. FCCW conference - amount to be voted upon by the Board of Directors
 - b. NCCW Annual Convention - amount to be voted upon by the Board of Directors
4. A bill or stipend in the amount up to and including \$100 may be paid by the Treasurer with the approval of the President and need not be brought before the general membership for vote or ratification.
5. All proceeds from Council projects shall be given to the Treasurer by the chair for deposit within five (5) working days after receipt of such monies.
6. The treasury must have a balance of at least \$1,500.
7. The fiscal year will be July 1 through June 30.