

**Bylaws**  
**St. Joseph the Worker Council of Catholic Women**  
**The Women of the Worker**  
**An Affiliate of the Wasatch Deanery, DCCW**

In alignment with the goals of St. Joseph the Worker Parish, the CCW has established the following bylaws to guide the organization.

**1. Purpose**

This organization shall provide opportunity for active participation by all women of the Parish by:

- a. Promoting friendship and welcoming all women of the Parish
- b. Encouraging prayer and spiritual growth.
- c. Modeling Christ-like behavior.
- d. Educating on current issues impacting the lives of Christian women.
- e. Working with Parish ministries for the benefit of the Church
- f. Providing service and charitable acts
  - Seminarians
  - Catholic Community Services
  - Parish

**11. Membership**

All women of St. Joseph the Worker Parish are members of CCW. No dues are required.

**111. Executive Board**

The Executive Board will include the President, Vice-president, Secretary, Treasurer, and Immediate Past President. The term of office shall be two (2) years. Elections will be held in May and introduction of the new Executive Board will be at the following September general CCW meeting. Officers may serve multiple terms.

**Officers**

Officers include President, Vice-President, Secretary, and Treasurer. The term of office shall be two years. Officers may be elected or appointed. Elections will be held in May and announced in June. Installation of new officers will occur during a Sunday during the month of October in accordance with DCCW Council Sunday protocol. Officers may serve multiple terms or may serve in different officer positions.

**Roles of Officers**

**A. President**

1. Collaborates with Officers to develop a year-long plan for CCW meetings.
2. Conducts the business of the CCW with the Officers between the general meetings.
3. Presides at the general monthly CCW meetings
4. Appoint standing or special committee heads.

5. Represents the CCW as requested by the Parish Advisory Council.
6. Coordinates calendar dates for meetings and activities through the Church office.
7. Attends or designates attendee for quarterly Wasatch Deanery CCW meetings.
8. Approves Treasurer in requesting payment for refunds or for other CCW needs.
9. Reviews reports and Minutes from all meetings and maintains in an archive for future officers in the shared CCW electronic account.
10. Provides the Parish Office with bulletin items based on meeting minutes by email to Parish Secretary, Father Javier, Deacon Sunday as well as to Flocknote representatives, by Tuesday prior to the next Masses.

#### B. Immediate Past President

1. The Immediate Past President will sit on the Executive Board as an Advisor in the year(s) succeeding her term.
2. Will continue to mentor the President and officers as needed.

#### C. Vice-president

1. Presides at Officer Board Meetings in event the President is unable to attend.
2. May assume the President's role the following term if no other woman is chosen by election.
3. Attend at least one Parish Advisory Council meeting if required/requested.
4. Oversees the Woman of the Year election and voting procedures.
5. Will be familiar with the Bylaws and acts as the main contact for reviews or updates of the Bylaws.
6. Ensures that supplies for CCW meetings are stocked with necessities.
7. Assists the President with the flow, efficiency and timing of meetings in a respectful manner using Robert's Rules as a guideline.

#### D. Secretary

1. Keeps the minutes of all Meetings. Minutes will consist of attendance, summary of Officers reports, upcoming events/meetings, the financial summary and other pertinent information.
2. Provides electronic copy of minutes to Officers and CCW members prior to the next meeting.
3. Maintains a roster of active members and contact information. Updates the roster as new members attend.
4. Makes electronic copy of Bylaws and Standing rules available to CCW members.

#### E. Treasurer

1. Maintains accurate financial records of the CCW organization at all times.
2. Deposits all monies in accordance with established practices of the Parish.
3. Provides a Treasurer's report at each meeting.
4. Prepares and submits an annual report at the May meeting.
5. Maintains a minimum balance of \$500.00 and passes this on to the next year's Officers.
6. Makes financial documents available for Saint Joseph the Worker accounting office and Pastor for review.
7. Prepares a budget for the upcoming year based on the current year's expenditures.

- Proposed budget will be presented during the May business meeting for approval by the Executive Board/Officers as a guideline for the upcoming year.
- 8. Keeps records for a minimum of seven (7) years to pass on to the next treasurer.
- 9. Ensures all records are disposed of when necessary.
- 10. At end of Treasurer's term, an audit will be completed by an outside party and the financial records will be provided to the new treasurer.

## **1V. RECOMMENDED STANDING/SPECIAL COMMITTEE HEADS**

The term of office shall be September-June. All Standing/Special Committee Heads will be given their suggested budget for the fiscal year. The budgets may be utilized by each committee to achieve their desired result. Any expenditure over the stated budget above 20% MUST be approved by the Executive Board in order to be reimbursed.

### **A. Historian**

1. Takes pictures of the CCW events and documents the history of the CCW. Maintains a labeled, pictorial scrapbook of all activities and designates a substitute if unable to attend.
2. Prepares the St. Joseph the Worker CCW poster for the DCCW convention.

### **B. Membership**

1. Contacts all new women of the Parish inviting them to participate in the CCW.
2. Attends all meetings and events. Provides name tags as needed.
3. Organizes each meeting sign-in, provides and maintains stock of name tags.
4. Assists with Historian duties as needed.

### **C. Spiritual**

1. Opens and closes all meetings with a prayer.
  - assists with set-up of prayer table and encourages prayer requests in prayer basket
2. Performs other spiritual activities such as retreats or prayer services.

### **D. Activity Leads**

1. Coordinate social and special activities as scheduled.
2. Research possible upcoming activities and present them at the September meeting for inclusion in the yearly calendar.
3. Oversee set-up, clean-up and coordinate refreshments for activities.
4. Will be reimbursed up to \$25.00 for refreshments excluding alcoholic drinks.
5. Assign help to take any photos, advertisement or other documentation if there is no historian.

### **E. Sunshine**

1. Will be responsible for correspondence such as thank you notes, get well and sympathy cards, flowers and notes of congratulations on behalf of St. Joseph the Worker CCW.
2. Will make acknowledgment of birthdays and ordinations of Church officials.
3. Will be reimbursed for cards, stamps, etc. using reimbursement form.
4. Maximum of \$40.00 for plants/flowers plus delivery per event.

### **F. Any additional committees**

Additional committee will be formed as the need arises. For example, Halloween, Lent/Easter, Bingo, Divine Mercy service, etc.

## **V. GOVERNING BOARD**

A. Executive Board and the Standing/Special Committee heads are considered the Governing Board (GB).

B. Regular attendance at all monthly Business meetings is necessary for a quorum to be established (half plus one).

C. All Executive Board Officers and Committee Heads are to maintain a written record of duties performed, quantity and cost of items purchased, volunteers needed and monies spent (i.e., contact names, phone numbers, and/or other pertinent information). Any recommendations for the future chair are also welcomed in this report.

D. Governing and/or Executive Board Vacancies

1. Any Governing Board member that is unable to fulfill their term shall inform the President or Vice-president as soon as possible. The Executive Board will review replacements.

2. The President can appoint any Governing Board member for an Executive Board vacancy, or any active CCW members for a Standing/Special Committee Head vacancy.

3. In the event the President is unable to fulfill her obligations, the Vice-president will take over the role until the end of the term. A vote is NOT needed to fill a mid-term vacancy.

## **V1. ELECTION PROCEDURES**

A. The outgoing President is ultimately responsible for establishing the next Executive Board. Duties of the outgoing/Immediate Past-President will be to:

1. Formulate a list of candidates for the Executive Board starting in April.

2. Contact nominees for acceptance of candidacy prior to May meeting.

3. Make available the current state of nominees for the May CCW meeting where the candidates will present themselves, if they so choose. Other nominations can be made from the members at that time.

B. It is preferred but not required, to have the incoming President position filled by the outgoing Vice-president.

C. Elections

1. Election of Executive Board officers will be held in May for installation at the following September CCW meeting.

2. Upon presentation of the slate of candidates, nominations from the floor will be accepted.

a. If no further candidates are presented, the slate may be voted on as a whole by simple majority voice vote.

b. If the slate does NOT pass, each position will be voted on individually.

3. If nominations from the floor are presented, each position will be voted on by a simple majority vote after discussion of the candidates. Candidates shall leave room during discussion.

4. The current President or Vice-president may decline any nomination not deemed in the best interest of the CCW.

D. Standing/Special Committee Heads should be appointed no later than September.

1. Candidates can be appointed by the President without vote if there is no objection when presented at a business meeting.
2. If an objection to an appointment is made, general discussion and voting procedures will be followed.

E. Introduction of all officers and committee heads will be at the September meeting conducted by the outgoing/Immediate Past-President or Spiritual Chair.

#### **V11. BUSINESS MEETINGS**

- A. Business meetings will be held at the discretion of the President.
- B. Activity/Event meetings will consist of a brief business meeting (15 minutes), food and refreshments, and a social time.
- C. A calendar of business meetings, activities and holiday events will be developed and announced by the incoming Executive Board at the beginning of September.
- D. Rules of Engagement/Discussion Procedures
  1. All members in attendance will be given the opportunity to express their opinions on a topic presented at a business meeting by raising hand and being acknowledged by the President.
  2. All comments will remain respectful of each member and keep the best interest of the CCW.
  3. The Vice-president may at any time, assist the President with the flow, efficiency and timing of the meetings in a respectful manner following Robert's Rules as a guideline.
  4. Once it appears discussion has come to an end, the President may call for a vote or appointment as necessitated by the topic at hand. If it appears that a general consensus has taken place through discussion, the President may determine that a vote is not required.

#### **V111. VOTING PROCEDURES**

- A. Quorum must be established in order to conduct the business of the CCW. If a full quorum is not present, the meeting will commence. Electronic voting will be used if necessary.
- B. Quorum is defined as half plus one of the GB positions that are currently filled.
- C. A proxy/absentee vote may be given only on items that are listed in the agenda for voting. The proxy vote may be used to establish a quorum for that vote.
- D. Only the Governing Board members have a vote. Non-GB members in attendance have a voice but may not vote during the meeting.
- E. Once quorum is established, all votes will be by voice/show of hands unless a request is made for a ballot vote. Simple majority will rule. The President does NOT vote at general meetings unless to break a tie.
- F. In the event a vote is needed outside a general meeting, it may be done by the GB via email. In this rare instance, the President would then have a vote on the topic at hand.
- G. Based on agenda and proxy vote, the proxy voter must let the President know their proxy vote.