

**SAINT JOSEPH THE WORKER
COUNCIL OF CATHOLIC WOMEN
STANDING RULES**

1. Business Meetings and Monthly Activities

1.1 Meetings are held monthly from September to May.

- Paper products and beverages for Business Meetings will be provided by the CCW.

2. Bylaws and Standing Rules

2.1 Bylaws are reviewed by a committee every two years or as requested.

2.2 Standing rules may be amended at any meeting with a majority if a quorum is present.

3. Installation of Officers

3.1 Executive Officers and committee heads will be announced at the September meeting and installed at Mass in October, during Council Sunday, on a Sunday chosen by the officers.

4. Record Retention

4.1 Records should be retained for seven (7) years and passed on to the incoming President no later than August.

5. Deanery Dues

5.1 Diocesan Council of Catholic Women (WDCCW) dues are due on January 1.

5.1 National Council of Catholic Women (NCCW) dues are due on January 1.

6. Fundraising

6.1 CCW bake sale proceeds will be distributed as determined by the Officers. The CCW will contribute supplies needed for the bake sale. Volunteers will be solicited to provide baked items as well as to assist with the various functions needed to support the bake sale.

6.2 Other fundraising efforts as determined.

7. DCCW Convention

7.1 The full convention fee for the Woman of the Year is paid by the CCW.

7.2 The banquet fee for one guest of The Woman of the Year is paid by the CCW.

7.3 The full convention fee for the President is paid by the CCW.

7.4 The Treasurer will send one check for all St. Joseph the Worker registrations for DCCW Convention by date due.

- Registration will be submitted for attendees who have paid by date determined.

- Registration information will be announced in the Bulletin with information on who to contact to register.

7.5. CCW will donate the following from solicitations of CCW members: table centerpiece; raffle item; silent auction item; ugly purse. CCW may choose to purchase an ad for the program. The ad may be a half page or a quarter page.

8. Election Process for the Woman of the Year

8.1 Nominations will be held the first two (2) weekends in January. Any woman of the Parish can be nominated. St. Joseph the Worker employees are excluded.

8.2 The top 3 women receiving the most votes will be notified and given the opportunity to accept or decline the nomination.

8.3. A list of accomplishments of the nominees will be collected from the nomination ballots along with a personal biography.

8.4 A final election will take place the last two (2) weekends in January to select the Woman of the Year.

8.5 The Woman of the Year will select a Mass of her choice where the CCW Officers will announce her selection to the Parish

- The other nominees will be recognized in the Bulletin.

8.6 The name of the Woman of the Year and her biography meeting DCCW guidelines, will be sent to the DCCW contact person by the deadline as set by the Woman of the Year committee.

9. Finance

9.1 The President will have a discretionary sum of \$100.00 to distribute for impromptu requests of donations, gifts, supplies, etc., not to exceed a total of \$500.00 in any given term.

- If more than \$500.00 is needed, the President will ask the Executive Board for approval.

10. Gifts

10.1 A small gift may be given to the women parishoners on Mother's Day, distributed by the CCW after each Mass.

10.2 A small gift may be given to the men on Father's Day, distributed by the CCW after each Mass.

10.3 The CCW will provide a silver chain to the new Woman of the Year to use with her Woman of the Year medal.

10.4 A gift of appreciation will be given to the outgoing President at the end of her term by the CCW Executive Board at the June meeting.

10.5 Gifts for Seminarians may be sent once (one time) per year.

10.6 CCW will arrange for birthday gift for the priest, deacon, and office manager in amount of \$25.00. A Mass will be requested.

10.7 CCW will arrange for Christmas gift for the priest, deacon, and office manager in amount of \$25.00. A Mass will be requested.

11. Yearly Activities

11.1 Bonnets and Brunch

11.2 Ladies Night Out