

# Constitution and Bylaws

## SAINT FRANCIS XAVIER PARISH COUNCIL OF CATHOLIC WOMEN GETTYSBURG, PENNSYLVANIA

We, the women of Saint Francis Xavier Parish, Gettysburg, Pennsylvania in order to develop, enhance and strengthen the spiritual and social needs of the women of the parish and to provide opportunities of service to both the parish and parishioners, do establish this Constitution and Bylaws for the Saint Francis Xavier Parish Council of Catholic Women, as a parish affiliate of the National Council of Catholic Women.

### BYLAWS

#### **ARTICLE I NAME AND OBJECTIVES**

**Section 1.** The name of this organization shall be the St. Francis Xavier Parish Council of Catholic Women (PCCW), Gettysburg, Pennsylvania.

**Section 2.** The objective of our Council is to provide opportunities for all women of the parish, regardless of national origin, language or educational level to:

- grow spiritually
- develop leadership skills
- be of service to our parish, parishioners and the community
- build friendships
- increase our understanding of the issues facing the Church and society.

#### **ARTICLE II MEMBERSHIP AND DUES**

**Section 1.** Membership is open to all women of the parish, 18 years and older.

**Section 2.** Dues are collected on an annual basis. Current dues are \$5.00. The dues amount shall periodically be reviewed and decided by the Executive Board.

#### **ARTICLE III OFFICERS AND TERM OF OFFICE**

**Section 1.** The officers shall be: President, Vice President, Secretary, and Treasurer.

**Section 2.** The officers shall be elected at the May meeting and shall be installed at the June activity.

**Section 3.** The pastor or associate pastor will act as the Advisor of this PCCW.

**Section 4.** The term of office shall be two years, and officers may be re-elected for one consecutive term. An exemption can occur only if the Nominating Committee reports no other member is interested in serving in the position and the incumbent is willing to serve an additional term.

**Section 5.** Any vacancy among officers shall be appointed by the Executive Board for the duration of the unexpired term, with the exception that the office of President shall be filled by the Vice President.

#### **ARTICLE IV DUTIES OF THE OFFICERS**

**Section 1. The President shall:**

- A. Preside at all membership and Executive Board meetings.
- B. Cast a deciding vote in case of a tie.
- C. Perform duties incumbent upon this office and may delegate duties as needed.
- D. Appoint Commissions, Committee Chairs, a Parliamentarian and an Historian as needed.
- E. Be an ex-officio member of all committees except the Nominating Committee.
- F. Serve as a voting member of the Conewago District Council of Catholic Women.

**Section 2. The Vice President shall:**

- A. Assume the duties of the President in the absence of the President.
- B. Perform other duties as assigned by the President.

**Section 3. The Secretary shall:**

- A. Record and report the minutes of all PCCW meetings as well as the meetings of the Executive Board.
- B. Keep a list of all members of the organization.
- C. Manage correspondence of the organization.
- D. Distribute a copy of the previous meeting minutes to the Advisor and the President prior to the next PCCW meeting.
- E. Assume other duties as assigned by the President.

**Section 4. The Treasurer shall:**

- A. Receive all monies of this PCCW.
- B. Keep an accurate account of the same.
- C. Pay all bills approved by the membership or by the Executive Board.
- D. Deposit all funds in a checking account with a bank in the name of St. Francis Xavier Parish Council of Catholic Women and/or a savings account with the Diocese of Harrisburg per Diocesan directives.
- E. Provide a written report at each meeting on all income and expenditures since the previous meeting, along with copies for the President and the Secretary.
- F. Prepare an annual budget with the assistance of the Executive Board.
- G. At the close of the fiscal year, provide accounting documentation for examination either to a committee of two or to an external agent, appointed by the President. The examiner's function will be to review the documentation and provide a written report on the prior fiscal year's accounting.
- H. Present a written audit report at the first business meeting.
- I. The fiscal year shall be July 1 to June 30.

**Section 5. On Completion of Term**

All officers shall, within thirty (30) days after the expiration of their term of office, turn over to their successors, all books, papers and other property pertinent to the office.

**ARTICLE V EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of the Advisor and the officers of this PCCW.

**Section 2.** The President and the Secretary of this PCCW, respectively, shall act as Chair and Secretary of the Executive Board.

**Section 3.** The President or Advisor shall call a meeting of the Executive Board as needed.

**Section 4.** The Executive Board shall meet preceding the September general meeting and thereafter at the discretion of the President or Advisor.

**ARTICLE VI NOMINATIONS AND ELECTIONS**

**Section 1.** A Nominating Committee consisting of three members, one to act as Chair, shall be appointed by the Executive Board at the February general meeting to select a slate of candidates for office to be presented for election at the May general meeting.

**Section 2.** Any member may nominate from the floor at the meeting at which elections are held with permission of the nominee.

**Section 3.** The Chair of the Nominating Committee shall conduct the election at the May general meeting in accordance with *Robert's Rules of Order, Newly Revised (11<sup>th</sup> Edition.)*

**Section 4.** Officers shall be elected by a majority vote of members in attendance, provided there is a quorum. If only one candidate for each office is presented, a motion shall be made and seconded that the slate be accepted as presented. If more than one candidate is presented for any office, election shall be by ballot.

**ARTICLE VII COMMISSIONS AND COMMITTEES**

**Section 1. Commissions**

A. There shall be three (3) Commissions, paralleling those of the National Council of Catholic Women: Spirituality, Leadership and Service.

B. The President shall appoint the Commission Chairs and any Co-Chairs, with the help of the Executive Board.

C. Commission Chairs shall promote related projects and programs and present reports at general meetings.

D. The term of Commission Chairs shall be two (2) years. Upon completion of their term they shall turn over all papers and related materials to their successor within thirty (30) days.

**Section 2. Standing Committees**

The President and Executive Board shall appoint, and dissolve committees as needed.

**ARTICLE VIII MEETINGS**

**Section 1.** The regular meetings of this PCCW shall be held monthly excluding the months of July and August.

**ARTICLE IX QUORUM**

**Section 1.** A majority (at least 3) of the Executive Board shall constitute a quorum to make executive board decisions.

**Section 2.** Two officers and ten (10) members shall constitute a quorum to transact official business at general meetings.

**ARTICLE X AMENDMENTS**

**Section 1.** Any article of these bylaws may be amended or repealed, or a new article adopted, by a two-thirds vote of the members present at a general meeting at which a quorum is present, provided notice of the proposed amendment shall have been given at least ten (10) days prior to the meeting.

**Section 2.** These bylaws of the St. Francis Xavier Parish Council of Catholic Women shall be reviewed every five years by a committee of five (5) appointed by the President with one member of said committee being the President.

**ARTICLE XI PARLIAMENTARY AUTHORITY**

**Section 1.** The Parliamentarian shall:

- A. Advise on all matters pertaining to the rules of the St. Francis Xavier PCCW.
- B. Serve as a member of the Bylaws Committee.

**Section 2.** Robert’s Rules of Order, Newly Revised, (11th Edition), shall govern the proceedings of the Council in all cases except when inconsistent with these bylaws.