

**St Raphael Council of Catholic Women
BYLAWS**

Article I- Name

This organization shall be known as the St. Raphael's Council of Catholic Women, St Raphael's Parish, St Petersburg Florida, hereinafter also referred to as "CCW" or "St. Raphael's CCW".

Article II- Objectives

Section 1- The objectives of this organization shall be:

- a. To promote the spiritual enrichment of the women of St Raphael Parish and School.
- b. To co-operate with the National and Diocesan and District Councils of Catholic Women in carrying out all the works entrusted to them by the Bishop of St. Petersburg.
- c. To support in the Pastor in fulfilling the needs of St Raphael Parish and School.

Article III- Membership and Dues

Section 1- All women of St Raphael Parish and School, over 18, eligible to be members of this organization. Dues are due at the Start of the Fiscal Year.

Section 2- Dues shall be determined upon recommendation of the Board of Directors and shall be subject to approval by an affirmative by the majority of the voting members present at any General Meeting. National, Diocesan and District dues are included in this amount.

Section 3- A member may pay \$200 which entitles her to a LIFE membership.

Article IV- Government

Section 1- This organization shall be governed by a Board of Directors consisting of the elected Officers of the St. Raphael's Council of Catholic Women and the Chairmen of each of the Commissions and Standing Committees. This Board of Directors shall have jurisdiction over all matters relating to the St. Raphael's Council of Catholic Women, subject to the approval of the Pastor. The Board of Directors is hereinafter also referred to as the Board.

Section 2- The elected Officers (here-in after called Officers) of St. Raphael's Council of Catholic Women shall be President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. Each term is 2 years.

Section 3- The Executive Committee of the Board of Directors shall consist of the elected Officers and the Pastor. They shall have power to act in case of an emergency. They may meet via email, phone or meeting.

Section 4- The President, with the approval of the Pastor, shall appoint the Chairman of the Commissions. The Commissions shall be Spirituality Commission, Service Commission, Leadership Commission and Communication Commission.

Section 5- The immediate Past President shall serve on the Board of Directors in an advisory capacity for a period of one year following completion to her term of office.

Section 6- Vacancies in any office shall be filled by the President with the approval of the Pastor and the Executive Committee. Appointees shall serve the unexpired term.

Article V- Election of Officers

Section 1- There shall be a Nominating Committee consisting of three members. The Chairman of the Nominating Committee shall be appointed by the Board of Directors at the Board Meeting during the January Board and General Meeting. The Nominating Committee, with the approval of the Pastor, shall prepare a slate presenting the names of qualified candidates for each elective office at the March General Meeting. At the April General Meeting, additional nominations of qualified members made by made from the floor, with the consent of such nominees and the approval of the Pastor secured before the meeting.

Section 2- Election of Officers shall be take place in the April General Meeting. For odd years CCW will vote in a President, First Vice President and Recording Secretary. In even years the Corresponding Secretary, 2nd Vice President and Treasurer will be elected. Thus providing continuity on the board of past and new officers.

Section 3- Voting shall be by ballot or show of hands unless there is only one nominee for office, in which event voting may be by voice. A majority of votes cast shall constitute an election.

Section 4- The Installation of Officers shall take place at the May General Meeting or a separate meeting date designated by the Board for the purpose of installation with a suitable ceremony. The outgoing President will receive a service award to be presented by the St. Raphael's Council of Catholic Women.

Section 5- The Officers shall be elected for a term of two years and will be eligible for re-election in the same office for an additional consecutive two year term. If nominated, they may hold a different office with the same term limitations after completing the maximum four years in a previous office.

Article VI- Duties of Officers

Section 1- The President shall preside at all meetings of the St. Raphael's Council of Catholic Women, all meetings of the Board of Directors, and shall be ex officio member of all committees except the Nominating Committee. She shall attend the District Board Meetings and shall perform other duties as devolve upon this office. The President shall appoint Commission and Committee Chairman, as well as an Auditing Committee of three- one treasurer, the current First or Second Vice President, and a third member from the general membership, to audit the books at the close of each fiscal year.

Section 2- The First Vice-President shall, in the absence of the President, perform the President's duties. In the event of illness or vacancy, the First Vice-President shall serve the unexpired term of President. She shall act as a liaison with St Raphael School. She shall supply the Church Secretary and School Secretary with information relative to meetings for Church bulletins and School notices for parents.

Section 3- The Second Vice-President shall, in the absence of the First Vice-President and the President, perform the President's duties. She shall be in charge of the membership roster.

Section 4- The Recording Secretary shall record the transactions of all Board of Director Meetings and General Meetings in a record book. She shall have, at all meetings, a copy of the Bylaws and Standing Rules of St. Raphael's Council of Catholic Women. She shall email the minutes of the Board of Director Meetings for approval within one week of the said Board Meeting.

Section 5- The Corresponding Secretary shall conduct the correspondence of the organization sympathy, congratulatory and get well cards. When the Church office notifies us of new Parishioners, the Corresponding Secretary will send a Welcome letter and CCW Pamphlet to encourage membership.

Section 6- The Treasurer shall be the custodian of all funds of the St. Raphael's Council of Catholic Women. She shall deposit all monies in her possession in the name of St. Raphael's Council of Catholic Women. All bills shall be paid by check accompanied by an invoice or similar document. Checks shall be signed by one of the following- Pastor, Treasurer or President. She shall give monthly financial reports at all the meetings, submit all books of account for audit at the close of the fiscal year and give an annual report to the membership. Cash money at all events shall be counted by two members.

Section 7- The Officers, Commission and Standing Committee shall present a report at each meeting.

Article VII- Board of Directors

Section 1- The Board of Directors shall plan, direct, and oversee the activities of the organization. They shall meet at the call of the President prior to any regular General Meeting and shall pass upon matters to be submitted to the General Meeting of the St. Raphael's Council of Catholic Women.

Section 2- No liability in excess of \$100 shall be incurred by the Executive Committee of the Board of Directors without prior approval of the Officers.

Article VIII- Executive Committee

Section 1- The Executive Committee shall consist of the elected Officers and Pastor.

Section 2- The purpose of the Executive Committee shall be to conduct emergency business arising between Board of Director Meetings or General Meetings. All business transacted shall be reported at the next regular Board of Director Meeting and General Meeting. The Executive Committee shall be authorized to meet by phone, conference call or email if necessary.

Article IX- Commission Committees

Section 1- There shall be four (4) Commissions: Spirituality (Respect Life), Leadership, Service and Communication (Email/Newsletter). 1 Year term as appointed by the President.

Section 2- The Spirituality Commission reinforces faith and supports service to the Church and to the world through discipleship and spiritual growth; and encourages legislative advocacy at the local, state, and national levels guided by Catholic social teaching. The Chair heads up Respect Life duties and the Honor Guard. (via email for funeral services).

Section 3- The Service Commission engages the members in working to address the needs and concerns of their individual in our community; the Chairwoman organizes refreshments at General Meetings (Breakfast Angels); Service Chair also maintains the phone tree and activates it.

Section 4 - The Leadership Commission provides organization development, opportunities for training, as well as public relations announcements, and state and national legislative advocacy and publications to strengthen leadership. This commission will also engage Guest speakers for meetings.

Section 5 - The Communication Commission shall provide the monthly newsletter by print and email. She shall also maintain an email roster of all members and communicate as needed for notices of all events and request concerning CCW.

Article X- Meetings and Representation

Section 1- The General Meetings of the St. Raphael's Council of Catholic Women shall be held the first Saturday of each month except for the December Christmas Party and the summer months of June, July, and August.

Section 2- The President and the First Vice President shall meet with the Pastor prior to the Board of Director Meetings to discuss St. Raphael's Council of Catholic Women projects.

Section 3- The President shall be the St. Raphael's Council of Catholic Women delegate at the National, Diocesan and District Conventions. Her registration, lodging, planned meals and/or banquets shall be paid by St. Raphael's Council of Catholic Women. In the event of the President's inability to serve as a delegate, the First Vice President or other Board designee shall serve as a delegate.

Section 4- If the First Vice President shall attend the annual Diocesan Convention in addition to the President, the First Vice President's registration, planned meals and/or banquets shall be paid by St. Raphael's Council of Catholic Women. The CCW will pay for one room only to be shared by the President and the Vice-President or designated alternates. The First Vice President's duties shall be to make Reservations for the Diocesan Conventions, and Deanery Meetings.

Section 5- The President or First Vice President shall give a report to the membership covering the Convention.

Section 6- A quorum at the General Meeting shall consist of the members present, provided it is a scheduled meeting or one that has been properly called.

Section 7- A quorum at any meeting of the Board of Directors shall be a majority of the Board of Director Members.

Article XI- Amendments

Section 1- These Bylaws may be amended at any St. Raphael's Council of Catholic Women General Meetings by a two-thirds vote of the membership present providing notice of the proposed amendment has been read at the previous General Meeting and the Pastor has been notified.

Section 2- These Bylaws may be amended without any previous notice upon a 95% vote of those members present at any St Raphael's Council of Catholic Women General Meeting.

Revised May 2011
Revised October 2018