

BY-LAWS
St. Mary Council of Catholic Women
St. Mary of the Immaculate Conception Church
Fredericksburg, Virginia

October 2023

ARTICLE I NAME

The name of the organization is St. Mary Council of Catholic Women (CCW) and is affiliated with the Arlington Diocese Council of Catholic Women (ADCCW) and the National Council of Catholic Women (NCCW).

ARTICLE II MISSION STATEMENT

With our Lady serving as our guide, the mission of the CCW is to spread the love of Christ and serve as role models for our own families, our parish family and the community. We will support, empower and educate all women of the parish in spirituality, leadership and service. The CCW will promote the dignity of life from conception to natural death and provide an alternative to the secular view of society. The CCW will support our Pastor.

ARTICLE III MEMBERSHIP

Every registered woman of the parish is a member.

ARTICLE IV FINANCES

Section 1 Donations will be accepted, and checks should be made payable to “St. Mary CCW.”

Section 2 Annual diocesan and national dues, if applicable, shall be paid by the parish upon receipt of the bill

ARTICLE V OFFICERS AND THE EXECUTIVE BOARD

Section 1 The officers of the CCW are President, Vice President (Programs), Vice President (Membership), Recording Secretary, Corresponding Secretary, and Treasurer. An Historian, Parliamentarian and a Publicity Chairman may be appointed by the President.

Section 2 The officers are elected for a one-year term and may hold the same office more than once. The President may not serve more than two

consecutive terms. [Except under extraordinary circumstances. See Article VII, Section 3.] If for any reason an office becomes vacant, with the exception of the President, the position shall be filled by presidential appointment for the remainder of the term. The President will be succeeded by the Vice President (Programs).

Section 3 The Executive Board is authorized to approve an expenditure of up to \$200 without membership approval.

ARTICLE VI DUTIES OF OFFICERS

The Executive Board consists of the following officers and the duties of each respective office are as follows:

Section 1 President

- Inform the Pastor of the name and address of each invited speaker.
- Preside at all meetings of the general membership (general meetings) and the Executive Board.
- Call special meetings.
- Appoint chairmen of all committees.
- Be an ex-officio member of all committees, with the exception of the Nominating Committee.
- Represent St. Mary CCW as one of the official delegates to the ADCCW's conference held every other spring. If the President is unable to fulfill the responsibility, then the Vice President (Programs) will attend in her place or the President will appoint an alternate.
- Appoint the representative to the ADCCW's Board of Directors.
- Perform such other duties as are incident to the office of President.
- Together with the Treasurer, be accountable to the Pastor for CCW monies.

Section 2 Vice President (Programs)

- Arrange programs for the general meetings, keeping in mind the membership's spiritual growth in religious, educational, community and social activities.
- Perform the duties of the President in her absence.
- Assume the duties of the President for the remaining unexpired term, should a vacancy occur, until a new President is elected.

Section 3 Vice President (Membership)

- Compose a suitable letter and membership form for mailing or electronic distribution to each woman who has a completed membership

form on file, in late summer. Obtain information on fall bazaar raffle and include tickets in the distribution. Assure that membership letter, form and raffle opportunities are published via CCW Newsletter and church bulletin.

- Set up membership table at general meetings; greet members; provide nametags, agendas and any appropriate CCW literature.
- Set up hospitality table at general meetings.
- Maintain a current membership roster and coordinate with the Treasurer and Newsletter Editor.

Section 4

Recording Secretary

- Record minutes of all general and Executive Board meetings and provide copies to the Executive Board, the Pastor and the Spiritual Advisor.
- Email minutes of general meetings to membership and provide printed copies for perusal at general meetings.

Section 5

Corresponding Secretary

- Read pertinent incoming correspondence at both executive and regular meetings.
- Be responsible for completion of any pertinent correspondence.

Section 6

Treasurer

- Be custodian of all CCW monies; act as liaison with St. Mary Business Manager. Together with the President, be accountable to the Pastor for said monies.
- Be responsible for collecting donations.
- Submit an accounting of funds available for charitable distribution at April Executive Board meeting.
- Be responsible for obtaining by ballot the proposed organizations to be considered for receiving the Council's yearly contributions. The Executive Board's recommendation shall go to the general membership for a final vote in May.

Section 7

Ex Officio

Immediate past President serves as an advisor to the Executive Board and votes only to break a tie vote.

ARTICLE VII NOMINATIONS AND ELECTIONS

Section 1 The President shall appoint the Nominating Committee in January. A slate of nominees who have given their consent will be presented to the membership in April. Any other nominees from the floor must give their consent. Elections will be in May. Installation will take place in June.

Section 2 Each member present at the May general meeting will be entitled to one vote. If slate of nominees presented is unopposed, voting by acclamation is acceptable. Otherwise voting by ballot is required. In the event of a tie, there will be another ballot. A simple majority rules.

Section 3 In extraordinary circumstances due to natural disasters or other unforeseeable events which prevent normal conduct of business, votes can be accepted electronically, and majority will rule.

ARTICLE VIII MEETINGS AND QUORUM

Meetings will be scheduled the third Tuesday of the month, with no general meetings July and August. A quorum for the conduct of business for the general membership will be 10 members; a quorum for the Executive Board will be a simple majority of the Executive Board and the Committee Chairs present. Roberts Rules of Order, Revised will govern the Council.

ARTICLE IX CATHOLIC EDUCATION FUNDS

Section 1 Monies not to exceed a total equal to a single child's one-year tuition will be allocated annually to Holy Cross Academy. These monies will be made available by August 1. The following guidelines apply: To be used where a family financial need exists.

Section 2 One scholarship, up to \$1000, to St. John Paul The Great Catholic High School in Dumfries, Virginia will be awarded annually to an eligible female student parishioner of St. Mary of the Immaculate Conception Church of Fredericksburg, Virginia. If funds are available, a 2nd scholarship may be awarded, the amount to be determined each year. The following guidelines apply:

- Student and her family must be registered and practicing parishioners of St. Mary of the Immaculate Conception Church.
- Student must be currently enrolled in St. John Paul the Great Catholic High School, or have been accepted and registered by said high school to start the next academic year.
- Student must complete an application and write an essay on the subject to be determined by the CCW Scholarship Committee. Student is responsible for meeting the scholarship deadline. The scholarship is for one academic year only and is not renewable. Applicants must re-apply

every year. A scholarship recipient may not receive this scholarship award more than two years.

- The applications and essays will be graded and judged by the CCW Scholarship Committee. The award will be based on the written essay, church and community service, and academic standing, and will not be based on financial need.
- Checks will be made payable to the applicable school in the amounts of ½ the award at the start of the school year, and the remaining ½ the award at the start of the second semester. Checks will be deposited “into the account of” the scholarship recipient. In the event the scholarship recipient fails to attend that full school year, the CCW Scholarship Committee may transfer the award to an alternate student.
- The scholarship awards will be presented to the students by the CCW President.

ARTICLE X BY-LAWS REVISIONS AND AMENDMENTS

These by-laws may be revised, amended or repealed by a two-thirds vote of those present at a general meeting.