

Bylaws of the Council of Catholic Women of St. Timothy's Church
707 89th Ave NE, Blaine, MN 55434

ARTICLE I NAME: The name of this organization shall be Council of Catholic Women of the Catholic Community of St. Timothy's, referred to as CCW. The CCW maintains membership in and affiliation with Minneapolis-St. Paul Archdiocesan Council of Catholic Women.

ARTICLE II OBJECTIVE: This group is dedicated to the Blessed Virgin Mary, through service to our community, here and abroad. The group was formed and will exist for the following reasons:

- A. To provide a social outlet and prayer support group for one another. To be of service to our parish/community by working for spiritual growth with prayer, support, and goodwill.
- B. To plan projects meant to raise funds to maintain our Council, fund its projects, and assist the parish with special requests when possible.

ARTICLE III MEMBERSHIP: All adult women of the parish are eligible to become members of CCW.

- A. Members join by attending the monthly meetings and paying the annual dues as set by the annual budget. Annual dues cover the period of September 1st through August 31st of the following year.
- B. When a member reaches the *age of 75*, she becomes a Lifetime member with all rights and privileges of the group. Payment of annual dues is optional.
- C. Only members who have paid their dues and/or are Lifetime Members may vote.
- D. Women financially unable to pay the annual dues will not be excluded from membership and will have all rights and privileges. They may contact an officer to be granted this exception.

ARTICLE IV OFFICERS: The officers of CCW will be president, vice president, secretary, treasurer, and spiritual leader.

- A. President:
 - 1. Shall have been a member of CCW for at least 2 years.
 - 2. Shall have served as vice-president.
 - 3. Presides at CCW Meetings, appoints committee chairs, is an alternate signatory for checks, and performs other usual duties of the office.
- B. Vice President:
 - 1. Shall assist the president and replace the president or any other officer in case of absence at the meeting.
 - 2. The past vice-president automatically becomes the president-elect.
 - 3. Shall chair the nominating committee, which will be comprised of the Board of Directors.
 - 4. Shall chair the snacks committee.
- C. Secretary:
 - 1. Shall take minutes of all meetings and provide copies/access to members at the next meeting.
 - 2. Shall maintain an updated membership list.
 - 3. Shall keep written requests to the group, maintaining copies of correspondence for 12 months, after which time the documents may be discarded.

- D. Treasurer:
 1. Shall keep an accurate accounting of all income and expenses.
 2. Shall be authorized to sign checks.
 3. Shall present a statement of accounts at each monthly meeting and make a full end of year financial report at the April meeting.
 4. Shall present the annual budget for review and approval vote by the Board of Directors.
 5. Shall present the approved annual budget to the general membership at the August meeting.
 6. Will participate in the AUP (Agreed Upon Procedures) review with St. Timothy's
- E. Spiritual Leader:
 1. Shall open and close the meetings with prayer.
 2. Shall assist members in whatever manner of spiritual leadership as needed.
 3. Shall coordinate Rosary Leaders.
- F. All officers will serve a term of 2 years.
- G. Election of officers will be at the April Meeting every odd numbered year with installation at the May meeting.
- H. Any member, active for at least one year, is eligible to run for an office.
- I. A nominating ballot for the slate of candidates for Council offices will be taken at the February meeting and presented at the March meeting. After this meeting, all nominations are closed and no write-in votes shall be allowed.
- J. Should the president's office become vacant, the vice-president becomes president for the remainder of the term.
- K. Any vacancies of other offices shall be filled by special election at the next meeting.

ARTICLE V MEETINGS: Meetings will be on the first Thursday of each month; August through May, unless otherwise rescheduled due to Parish events or Holy Days. Meetings are normally at 7:00 PM, with the option of praying the rosary in the chapel at 6:30. Scheduled meetings can be found on the church's website calendar and are advertised in the weekly church bulletin.

- A. Purpose of regular meetings will be for prayer, education and service.
- B. Meetings will be conducted under Robert's Rules of Order.
- C. New officers shall assume office after their installation at the May meeting.
- D. Special meetings may be called by request of the president, 3 board members, or 5 members.
- E. The quorum shall be 20 members.
- F. Financial expenses not included in the approved budget require a vote by membership, by a simple majority. Any expenditures greater than \$1000 will require a paper ballot.
- G. Any active member may make a motion, excluding the President.
- H. Meeting minutes and financial records will be held for a minimum of 7 years.

ARTICLE VI BOARD OF DIRECTORS: The board shall consist of the elected officers, immediate past President, and the Commissions Chairpersons.

- A. Shall review and approve the annual budget by a 2/3 vote.
- B. Meetings of the Board will be called by the president or the majority of the board members; Any CCW member may attend.

- C. Shall transact necessary business between regular meetings and such other business as may be referred to it by the council, and to approve the plans of work for any Standing Committee Chairpersons.
- D. The Board of Directors can approve expenditures up to \$1000.
- E. The quorum shall be 5 board members.

ARTICLE VII COMMISSIONS: CCW carries out its responsibilities and projects through committees. Committees are organized within Commissions, a term that comes from Vatican II and defines the mission of ACCW: Spirituality, Leadership and Service. The Board of Directors shall include all officers plus 3 to 6 members who are actively involved in activities related to these commission areas:

A. **Spirituality:** work to create a community that is educated through experiences of faith formation, worship and prayer. Activities may include:

- 1. Rosary Reflections, Rosary before regular meetings, and monthly Rosary Call
- 2. Women’s Retreats
- 3. Support of religious vocations, faith formation program and youth ministry.
- 4. ACCW Advent Morning of Reflection

B. **Leadership:** work to provide membership development and leadership skills for successful organization and management of CCW and our activities. Activities and resources may include:

- 1. ACCW website and publications
- 2. ACCW annual conference and leadership workshops such as “How to run a Meeting” and “On the Road Training”.
- 3. Participation in deanery (MCCW) meetings, held 3 times each year.
- 4. Parish website and printed materials.

C. **Service:** respond to needs through service to our families, community and the world. To put into practice the Catholic social justice conviction that our wealth and resources must be shared with all people. Activities/concerns may include:

- 1. Parish needs
- 2. Support of the ACCW Madonna Plan, Our Lady of Peace Home & Appalachian Christmas Project
- 3. Support of programs that provide alternatives to abortion.

ARTICLE VIII ADDITIONAL ROLES:

- A. Liaison: Spiritual Advisor and Educator. Presents at CCW meetings, minimum of twice a year.
- B. Publicity: Create awareness and encourage participation in CCW activities, may include bulletin and newspaper announcements, website and Facebook postings, other methods as appropriate.
- C. Telephone: Women responsible to call members as identified below:
 - 1. Prayer Line: Call CCW members with prayer requests.
 - 2. Funeral Food: Call CCW members and other parish volunteers to provide food for funerals.

3. Funeral Workers: Call CCW members and other parish volunteers to provide workers for funerals.

D. Rosary Leader: Leads the Rosary prior to CCW Meetings.

E. Baptismal Cloths: Sew Baptismal Cloths to be given to each child baptized in the church.

F. Photographers: Take pictures at CCW meetings and events.

ARTICLE IX AMENDMENT OF BYLAWS: The Bylaws may be amended at any meeting of CCW by a two-thirds vote of eligible members present, providing such proposed amendment has been approved by the board and has been presented to the membership at least 21 days in advance of the meeting.

BYLAWS REVISION HISTORY: Initial approval October 6, 1994; revised March 1998, revised August 2019.