

1 **ST. MARY’S PARISH COUNCIL OF CATHOLIC WOMEN (PCCW)**
2 **RICHLAND CENTER, WISCONSIN**

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4 **BYLAWS**

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7 **ARTICLE I: NAME**

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9 **Section 1.** This organization shall be known as St. Mary’s Parish Council of Catholic Women
10 (PCCW).

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12 **Section 2.** This Council shall be affiliated with the National Council of Catholic Women,
13 (NCCW).

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16 **ARTICLE II: PURPOSE**

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18 The purpose of this organization is to constitute ourselves as the women of St. Mary’s. Under
19 the guidance of the Spiritual Advisor, who shall be the Pastor or his appointee, the primary
20 purpose of the PCCW shall be to foster spirituality, service and leadership of the Catholic
21 women of Saint Mary’s Parish. The purpose shall be achieved through the following objectives:

- 22 A. To recognize our womanly strengths.
23 B. To bring a unique spiritual dimension to ourselves and to our community.
24 C. To model broader involvement in the community and in our world.
25 D. To study and discuss pertinent religious, educational, social and economic
26 issues.
27 E. To respond to and serve the needs of people.
28 F. To develop leadership potential to our members.
29 G. To attend the Richland Center Deanery Council of Catholic Women scheduled
30 meetings and events.
31 H. To participate in the responsibilities of the “**Circle**” to which one is assigned.

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34 **ARTICLE III: MEMBERSHIP**

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36 **Section 1.** All Catholic women of Saint Mary’s Parish shall be eligible to be members of the
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- 38 A. All members shall be affiliated with the National Council of Catholic Women
39 (NCCW), the La Crosse Diocesan Council of Catholic Women (LDCCW), and
40 the Richland Center Deanery Council of Catholic Women (RDCCW).
41 B. The organization shall be divided into **Circles**. Each **Circle** shall be under the
42 patronage of a Saint. New members shall be assigned to a **Circle** by the council
43 secretary, or by whomever she designates.
44 C. If a new **Circle** should be established, members of the Executive Committee
45 shall determine the patron saint.

ARTICLE IV: GOVERNMENT

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- Section 1.** The Executive Committee of this organization shall consist of:
- A. Elected Officers: President, Vice-President, Secretary and Treasurer – voice and vote
 - B. Pastor - voice and vote
 - C. A Circle leader, or a representative from each Circle appointed by the Circle Leader with their consent– voice and vote
 - D. Outgoing president for one year following her term in office – advisory, no vote.

Section 2. If a matter comes before the organization in which a decision must be made before the next regular meeting, the Executive Committee has the authority to make this decision.

Section 3. Officers: The officers shall be president, vice-president, secretary and treasurer.

Section 4: Term of Office: The elected officers shall be elected for a term of two years.

ARTICLE V: NOMINATIONS AND ELECTIONS

Section 1: Election of officers and commission leaders shall be held each even numbered year in June.

- A. The president shall appoint a Nomination Committee no later than the April monthly general meeting.
- B. The committee shall consist of one member from each Circle.
- C. The president shall appoint the chairman of the Nomination Committee with their consent.
- D. The Nomination Committee shall propose a slate of nominees, at least one nominee for each office, to be approved by those in attendance at the June general monthly meeting. This slate of officers shall include president, vice-president, secretary, treasurer and commission chairwomen, if any. Other nominations may be made from the floor. Nominees must provide consent to serve and must meet all eligibility requirements.
- E. If the present secretary, treasurer and commission chairwomen would be willing to serve another term, they may do so with the approval of the nomination committee. Other nominees shall be allowed for election to these positions.
- F. Current president and vice-president shall not serve more than one (1) consecutive term. **EXCEPTION:** If no other candidates are willing to serve as president or vice-president, the current president or vice-president may be elected to another term.

Section 2: Eligibility:

- A. Any PCCW member may be eligible to be nominated for an elected office providing she is a practicing Catholic and is willing to serve.
- B. For nomination to the office of president, the candidate shall have been an active member of St. Mary’s Richland Center PCCW for one (1) year.

97 **Section 3:** Elections:

- 98 A. Each PCCW member in good standing, and in attendance at the meeting when
99 elections are held, shall have one vote.
100 B. It takes a majority vote of members present to elect.
101 C. When more than one name is presented for an office, voting shall be done by
102 written ballot.
103 D. When only one name is presented for an office, election may be made by
104 acclamation.
105 E. The newly elected officers shall assume their respective offices at the close of
106 the June general meeting.
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109 **ARTICLE VI: DUTIES OF THE OFFICERS**
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111 **Section 1:** President shall:

- 112 A. Preside at all PCCW meetings.
113 B. Be a member of all committees except the Nomination Committee.
114 C. Attend the LCDCCW and RCDCCW meetings and events and give any
115 required reports. If the President is unable to attend any required function, the
116 Vice-President, or other appointee shall attend.
117 D. Submit all required or requested reports to the Deanery
118 E. President or designee shall post the agenda and minutes for approval to the
119 PCCW website at least one week prior to the general meetings in PDF format
120 if website is available.
121 F. President or designee shall post all approved minutes and other documents to
122 the PCCW website in PDF format if website is available.
123 G. Perform such other duties as develop upon their office.
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125 **Section 2:** Vice President shall:

- 126 A. In the absence of the President, assume the duties of the president.
127 B. Represent the President at official functions when the President is unable to be
128 present.
129 C. Assume the duties of the President in the event the President is unable to
130 complete remainder of the term of office.
131 D. Be of help to the President with ideas and suggestions whenever possible.
132 E. Be a member of the Executive Board.
133 F. Be a member of all committees except the Nomination committee.
134 G. Will perform such other duties as the President may designate.
135 H. Assumes the duties of the secretary in her absence.
136 I. Be familiar with the Bylaws of the organization and with *Robert's Rules of*
137 *Order, Newly Revised*.
138 J. Assist the president and members in ruling points of order.
139 K. Vice-President or designee shall be responsible for maintaining a copy of the
140 Bylaws and all amendments. Shall insure the review of the Bylaws is included
141 in the March or April monthly membership meeting agenda.
142 L. It is intended that the Vice-President continues into the office of President in the
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- Section 3:** Secretary shall:
- A. Keep accurate minutes of all meetings.
 - B. Submit minutes to the elected officers no later than two (2) weeks after the meeting.
 - C. Receive and file written reports for any committee chairs.
 - D. Maintain an accurate roster of officers, circle leaders, circle membership, and commission chairwomen.
 - E. Custodian of all records except those specifically assigned to others.
 - F. Handle organizational correspondence.
 - G. Perform such other duties as may be assigned by the President, or implied by her office.

- Section 4:** Treasurer shall:
- A. Keep an accurate record of all monies received and expended.
 - B. Send annual deanery dues to the Deanery Treasurer by deadline.
 - C. Have authority to disburse funds as approved by the PCCW.
 - D. Render an accurate accounting of all receipts and disbursements at all regular PCCW meetings.
 - E. Provide monthly meeting Treasurer’s report and monthly bank statements to the Parish Office.
 - F. Provide annual report to the Parish Office/Diocese annually in June.
 - G. Perform other duties as her office may require.

ARTICLE VII: COMMITTEES

Section 1: The standing committees of this organization are the Nomination and Scholarships Committees.

Section 2: Standing committees and additional commissions shall be created or discontinued by action of the Executive Committee.

Section 3: The Chairwomen of a commission or standing committee shall serve a minimum of two years.

- Section 4:** Scholarship Committee
- A. Shall be appointed by the president.
 - B. Committee shall distribute scholarship information to local high school Guidance Offices no later than January 15th of every calendar year.
 - C. Announcement of scholarship availability shall be placed in the parish bulletin on multiple occasions in January and February.
 - D. Application guidelines and submission form shall be available at the church entrances no later than January 15th of each year.
 - E. Submission of completed applications shall be no later than March 1st of each year.
 - F. A maximum of three (3) scholarships shall be awarded.
 - G. Less than three scholarships may be awarded based on quality of submissions.

- 193 H. No one scholarship shall exceed \$300.
- 194 I. Appropriate High School Guidance Office will be notified of awardees.
- 195 J. Scholarships shall be presented at the appropriate award ceremony at each
- 196 school.
- 197 K. Scholarship guidelines and an application shall be attached to the bylaws.
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ARTICLE VIII: CIRCLES AND CIRCLE LEADERS

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Section 1: Circles shall be organized according to membership numbers.

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Section 2: Circles lists will be updated frequently. The secretary may appoint a member to maintain accurate circle membership. Names of circle leaders for the following year shall be announced at the June meeting of each election year; new leaders shall assume their duties at the conclusion of the June meeting.

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Section 3: Each Circle shall have at least two leaders with a term of office being a minimum of two years. A representative from each Circle, exclusive of any elected officer(s) from a Circle, shall be a member of the Executive Committee. The previous circle leaders will be responsible for obtaining replacements.

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Section 4: Circle leader should attend monthly meetings or appoint a representative. Circle leaders shall organize:

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A. Funeral dinners

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ARTICLE IX: VACANCIES

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Section 1: Any vacancy occurring in the Executive Committee by reason of resignation, death or disability or anyone other than the president or vice-president, shall be filled by a majority vote of the Executive Committee.

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Section 2: In the event of disability or death of the president or vice-president, her duties shall devolve onto the other officer until the vacancy is filled by the majority vote of the Executive Committee.

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Section 3: Any vacancy in the chairmanship of standing committees shall be filled by the appointment of the president with the approval of the Executive Committee.

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ARTICLE X: DUES

Section 1: St. Mary’s Parish Council of Catholic Women shall pay appropriate dues to maintain affiliation with the La Crosse Diocesan Council of Catholic Women (LCDCCW) and Richland Center Deanery Council of Catholic Women (RCDCCW). Dues shall be paid directly to the National Conference of Catholic Women.

Section 2: The organization shall levy no dues upon its’ members.

Section 3: The organization shall undertake fund raising projects as are suitable and necessary to meet the operational expenses incurred pursuing its’ purpose as stated herein.

Section 4: In cases where prior approval or the Executive Committee or the membership at large is not possible, the president, after consultation with the vice-president, shall expend such monies not to exceed \$100.00, as deemed necessary. No monies shall be expended on any motion that was previously disapproved at a general monthly meeting or at an Executive Committee meeting.

ARTICLE XI: MEETINGS

Section 1: The organization shall hold regular meeting each month with the exception of December, January and February; the meeting night and time to be determined by the membership.

Section 2: Meetings of the Executive Committee shall be at the call of the president. When an Executive Committee meeting is impossible, members of the committee may be canvassed electronically to make emergency decisions. All voting results shall be printed and provided to the secretary to retain.

Section 3: A quorum for the transaction of business shall be:
A. At general meetings, a majority of the voting members present, including at least two (2) elected officers and one (1) member of at least three (3) Circles.
B. At Executive Committee meetings, two (2) elected officers and a representative from each Circle on the Committee.

Section 4: Cancellation or Postponement of meetings:
A. If a meeting is unable to be held due to emergency unprecedented circumstances, such as a pandemic, a meeting may be postponed or cancelled.
B. Meetings may be held by video conference, conference, or moved to another location if possible.
C. In the event of imminent severe weather, a meeting may be rescheduled for the following week.

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ARTICLE XII: PARLIMENTARY AUTHORITY

The rules contained in Roberts Rules of Order, Newly Revised shall govern this society in all cases in which they do not conflict with these bylaws.

ARTICLE XIII: AMENDMENTS

These bylaws may be amended at the organizations June monthly meeting by a two-thirds vote of the members present and voting. Official copy of the Bylaws and all amendments shall be maintained by the Vice-President or designee. Request for amendments to the Bylaws shall be on the March or April agenda. All amendments to be reviewed by President, Vice President, Secretary and Treasurer and presented to the members present at the May meeting. All amendments shall be voted upon by members present at the June meeting.

ARTICLE XIII: DISSOLUTION CLAUSE

In the event of dissolution of the Richland Center Council of Catholic Women organization, all assets, monies, and properties shall be assigned to Saint Mary of the Assumption Catholic Church, Richland Center, Wisconsin.

Revised and adopted by membership on **May 2, 2016**.
Reviewed and approved by membership on **June 10, 2019**.
Reviewed and approved by membership on **August 3, 2020**.



St. Mary of the Assumption Parish
Parish Council of Catholic Women (PCCW)
160 West Fourth St.
Richland Center, WI 53581

Involvement Scholarship Guidelines

Recipient of the scholarship must be a member of St. Mary's Parish, Richland Center, WI. The scholarship will be open to male or female graduating high school seniors. They will have demonstrated, through evidence of present involvement in Parish work, school or CCD, a potential for Christian leadership. The involvement may include, but is not limited to committee work, group involvement, school or CCD involvement, music or liturgy. The scholarship recipient will not be judged as much for achievement as for personal involvement and potential. Thus, the scholarship is not based on academic superiority, but upon demonstration of desire and implementation of Christian fundamentals through Parish work the applicant has been involved in during their high school years.

While the scholarship is not limited to use toward any specific field or educational institution, a candidate aspiring to the priesthood, convent, or other religious vocation would have priority. The application form is available at the back of church and from high school guidance offices.

There will be three (3) Involvement Scholarships awarded at \$300.00 each. All applications will be reviewed and voted on by all PCCW members present at the March **(insert appropriate year)** meeting. Scholarship recipient names will remain confidential until presentation is made at the recipient's high school scholarship award event.

Applications are to be submitted to:

Name
Address
City, State, Zip

Applications must be received no later than March 1, **(Insert appropriate year)**.

St. Mary's PCCW
(Appropriate year) Involvement Scholarship Application

Name of Applicant: _____

Are you a member of this Parish and do you attend Mass regularly? _____

College or Technical College you plan to attend: _____

Have you been accepted by this College? _____

Please be specific and list what activities you have been involved in within St. Mary's Church. (see attached Scholarship Guidelines)

What impact has your Catholic faith made to you personally since beginning high school?

Mail completed application to:

Name
Address
City, State, Zip

Use additional pages as necessary for your response.