

**MARY MOTHER OF THE CHURCH PARISH COUNCIL OF CATHOLIC WOMEN (PCCW)
BYLAWS (Revised/Adopted 9-12-16)**

Article I. Name and location

The name of this organization shall be Mary, Mother of the Church Parish Council of Catholic Women (PCCW), located in La Crosse, Wisconsin.

Article II. Objectives

The objectives of this organization shall be to:

1. Fully embrace the NCCW mission of promoting spiritual growth, service, and leadership potential to all women of the parish.
2. Assist the pastor with liturgical and/or organizational needs of the parish as well as community service.
3. Encourage participation of parish women in initiatives advocating Catholic Christian values on a local, regional and national basis.
4. Give voice to the concerns of Catholic women through our affiliation with the La Crosse Deanery, Diocesan Council of Catholic Women, and the National Council of Catholic Women.

Article III. Membership

1. The membership of this organization shall consist of all adult women of the parish.
2. There is no PCCW membership fee.

Article IV. Officers and Terms

1. The officers of this organization shall be: President, President-Elect, Secretary, Treasurer and Immediate Past-President.
2. The positions and respective terms of office are as follows:
 - a. The President-Elect position is a three-year commitment to the PCCW serving a one-year term as President-Elect, and then it is assumed to serve the following year as President. Following her year as President she will then serve in an advisory capacity as Immediate Past-President for one year.
 - b. The Immediate Past President can be a candidate for any open officer position immediately following her term as Immediate Past-President.
 - c. The Secretary and Treasurer shall serve two-year terms with openings occurring on alternate years.
 - d. The Secretary and Treasurer can be candidates for re-appointment, or for any other officer position, immediately following their term as Secretary or Treasurer.
3. Positions for President-Elect, Treasurer and Secretary are filled as vacancies occur or as terms expire. See Article VII.

Article V. Executive Committee

1. The Executive Committee shall consist of all officers and the Immediate Past President.
2. The Executive Committee shall have the power to act when action is necessary between scheduled Executive Committee or general Council meetings.
3. The Pastor is the spiritual and organizational advisor and should be consulted regarding proposed activities and invited to participate in PCCW meetings as available.

Article VI. Duties of the Officers

1. The President shall preside at all general Council and Executive Committee meetings of the PCCW. She may call special meetings when deemed necessary. She furnishes leadership and direction for the organization. She represents the PCCW on the Pastoral Council and the La Crosse Deanery Council. The President also represents the parish women at La Crosse Deanery and Diocesan events, and she represents the PCCW on other committees as requested.
2. The President-Elect shall assist the President and, in the absence of the President, shall discharge the duties of the President including attendance at meetings/events in her absence.
3. The Secretary records and distributes minutes of all meetings of the PCCW and other committees as needed. She may conduct general correspondence and communications as requested.
4. The Treasurer shall receive all funds and pay such bills as shall have been approved, keep an itemized account of all receipts and disbursements, provide a summary report at meetings, and submit financial details following the end of the fiscal year on June 30. Annually she prepares an itemized budget for the upcoming year.
5. The Immediate Past-President is a nonvoting member of the Executive Committee. She actively serves in an advisory role and will be available to mentor the current President.

Article VII. Appointment and Approval of Officers

1. Open officer positions are posted in the bulletin. All interested candidates are asked to contact a designated person of the Executive Committee.
2. If only one person responds to the bulletin notice for an open position, the President will announce the name at the last general Council meeting of the year.
3. In the event that more than one name is presented for an open position, names will be listed on a paper election ballot and voted on at the last general Council meeting of the year. The ballot may also include space for a write-in candidate. If arrangements can be made to count ballots at the meeting, an announcement will be made that night; otherwise, the results will be shared as soon as possible.
4. If no response is received from the bulletin notice, the President and Immediate Past-President will find someone who has interest and availability for the open position.
5. Candidate names will be shared with the Pastor prior to being brought forward for approval by the general Council.
6. New Executive Committee officers will assume their role on July 1.

Article VIII. Vacancies

If for any reason an officer cannot fulfill her term, a replacement will be appointed by the Executive Committee to fill the unexpired term.

Article IX. Meetings

1. A minimum of three general Council meetings shall be held each year.
2. Separate Executive Committee meetings may be held at the discretion of the current President.

Article X. Quorum

1. Three-quarters of the Executive Committee must be present for official action.

2. At general Council meetings, those present will constitute a quorum regardless of the number. A majority vote is one vote over half of the people present.

Article XI. Commissions and Committees

1. There shall be such commissions as are necessary to accomplish the goals of the PCCW and which demonstrate alignment with the Diocesan Council of Catholic Women and National Council of Catholic Women.
2. Special committees may be determined when needs arise and discontinued when their purposes have been accomplished.

Bylaws Adopted as Revised (9-12-16)

PCCW POLICIES (revised 9-12-16)

1. The fiscal year shall be from July 1 to June 30.
2. Bylaws are reviewed every two years on even-numbered years. Revised Bylaws are shared with the general Council prior to discussion and approval by a majority vote of at least one vote over half of those present. Such vote should take place at the last meeting of the year or soon after.

PCCW PROCEDURES (revised 9-12-16)

1. Fundraisers are conducted throughout the year to support various church functions and initiatives. Enough funds must be raised to maintain altar supplies, support designated social functions, and for various other special needs each year.
2. A roster of contact information for current Executive Committee members will be reported annually to the Deanery to ensure that initiatives and activities can be communicated to deanery and diocesan levels.