

**SACRED HEART PARISH COUNCIL OF CATHOLIC WOMEN (PCCW)
BYLAWS (ADOPTED DATE: April 8, 2019)**

Article I. Name and Location

This organization shall be known as the Sacred Heart Parish Council of Catholic Women (PCCW), located in Polonia, WI.

Article II. Objectives

The objectives of this organization shall be:

1. To foster the recitation of the Rosary and devotion to the Blessed Mother.
2. To support, empower and educate all Catholic women by giving them a mission to promote their spirituality, leadership, service potential in the parish and community.
3. To provide Catholic women with viable skills to enable them to communicate and collaborate in a unified voice on issues of common interest and concern, in union with the Catholic Church.
4. To encourage participation of parish women in initiatives advocating Catholic Christian values on a local, regional, and national basis.

Article III. Membership

1. The membership of this organization shall consist of all Catholic women/girls of Sacred Heart Parish. Women who are 18 years of age and over will have the ability to vote.
2. Active members will pay an annual membership fee of (\$5.00) payable to the Treasurer
3. Members can be classified as active, associate, and honorary
 - a. **Active member** - is a member who pays a membership fee and is part of the **Roses**
 - b. **Associate member** - is a nonpaying member who is not part of the **Roses**, but she can still be called to participate in activities and functions of the PCCW
 - c. **Honorary member** - has 50 years or more in the Council or is homebound, living in assisted living or nursing home. (These members do not pay membership fees, but if they choose to their fee goes towards their yearly church statement).
4. Active members shall be organized into **Roses** consisting no more of 15 women each.
5. A woman from each **Rose** will be appointed as leader of that **Rose**, to serve for as long as she chooses. First **Roses** are to provide prayer, support, and prayer intentions. **Roses** can also be used for other functions of the organization ie: funerals, etc...
6. New members to Sacred Heart Parish who belonged to a PCCW from another parish will automatically have their years carried over to our PCCW.

Article IV. Meetings

1. General Council meetings will be held every month, except (December, June, July, and August), and consist of a program of instructional or social nature and a business meeting, followed by coffee and fellowship. January will be the Christmas Party. That date will be determined at the November meeting. There will be a January meeting separate from the Christmas Party.
2. Separate Executive Committee meetings may be held at the discretion of the current President.
3. The annual meeting will be held in May. Newly elected officers are installed at this meeting.

Article V. Officers and Terms

1. The officers of this organization shall be: President, Vice-president, Secretary, and Treasurer
2. The positions and respective terms of office are as follows:
 - a. A term of office is considered two (2) years
 - b. The President serves one term which is 2 years
 - c. The Vice-president serves one term (2 years) and assumes the presidency for a smooth transition for the next 2 years
 - d. The President shall appoint the Secretary she serves one term (2 years), but no more than (2) terms
 - e. The Treasurer may be reelected for more than one term, but no more than three (3) terms

Article VI. Executive Committee

1. The Executive Committee shall consist of all officers
2. 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 VII. Quorum

1. There shall be fifteen (15) members or more at a meeting to vote.
2. There shall be three-fourths (3/4) of Executive Committee members

Article VIII. Nominations and Elections

1. Open officer positions are posted in the church bulletin. All interested candidates, 21 years of age or older, are asked to contact a designated person of the Nominating Committee.
2. Committee: A Nominating Committee consisting of three members shall be elected at the general Council meeting held in February.
3. Presentation of Slate: At the April meeting, the Nominating Committee shall present a slate of candidates, or the candidate names can be mailed or emailed to the general Council. Nominations may also be made from the floor providing all election requirements have been met.
4. Elections: The election shall be held at the annual Meeting in May. Where there is but one candidate for an office, election shall be by acclamation. Where there is more than one candidate for an office, the election shall be by ballot. The candidate who receives a majority of the votes cast shall be elected and shall assume office at the close of the annual meeting.
5. **Candidates and appointees will be approved by the Pastor before being brought to the general Council.**
6. New Executive Committee officers will assume their role in May.
7. Elected officers shall be formally installed by the Pastor at the May meeting.

Article IX. Duties of Officers

1. The **President** shall meet with the pastor and discuss the role Council can play in the parish. She shall be a liaison to the pastor and other parish ministries. She shall preside at all the meetings of the PCCW. She may call special meetings when deemed necessary. She furnishes leadership and direction for the organization. She will be the official representative of the PCCW and will perform such other duties as requested.
2. The **Vice-president** will assist the President in the performance of her duties and will perform such other duties as the President may designate. She will assume the position of the President in her absence.
3. The **Secretary** shall keep the minutes of the meetings and help the President prepare for meetings. She shall be custodian of the PCCW's records. She shall conduct correspondence of the PCCW and perform duties as may be assigned by the President. She will share the meeting minutes with the Pastor before approval from the general Council.
4. The **Treasurer** is responsible for:
 - Receipt of all PCCW income, recording of income and bank deposits
 - Pay all bills authorized by President
 - Make an itemized report of all transactions for each meeting
 - Works in unity with the Parish office administrator
 - Will submit the PCCW budget request
5. An officer shall be a representative at the Parish Council meetings
6. If for any reason an officer, other than the President, is unable to complete her term

of office, the PCCW shall go into meeting and elect a new officer in her place.

Article X. Commissions and Committees

1. The President shall ensure that the general Council fill the chairs and members of all committees and commissions.
2. Commissions:
 - a. **Spirituality:** The aim of the Spirituality Commission is to create a community that is educated and dynamic. Catholic women called to discipleship and holiness respond with personal witness and service to the Church and to the world. The commission work reinforces faith and assists in meaningful ecumenical dialogue. The Spirituality Commission provides beautiful Rosary reflections, prayer, and retreats to enhance the spiritual life of all Council members.
 - b. **Leadership:** The Leadership Commission provides membership development, public relations resources, mentoring resources, and publications to ensure the successful organization and management of Council and its programs. It serves to strengthen the leadership team.
 - c. **Service:** The Service Commission engages the members of the PCCW to address the needs and concerns of the family, community, and throughout the world. It is focused on action that affects the life, growth, and productivity and well being of all people, especially women and children and the communities in which they live.
3. Special Committees could consist of:
 - a. Program
 - b. Hospitality
 - c. Social
 - d. Publicity
 - e. Membership
4. Special Committees shall be named at the option of the President.
5. Written notice needs to be made whenever a chairperson decides to step down from an appointed committee. The Spiritual Advisor (Pastor) and the President of the PCCW need to be informed so that a new chair person can be appointed. A new appointment will be made at a general Council meeting.
6. If a chairperson needs to be replaced from a committee the Spiritual Advisor will be informed and a new appointment will be made at a general Council meeting.

Article XI. Amendments

These bylaws may be amended at the annual meeting by a two-thirds (2/3) vote of those members present and voting, provided that any proposed amendment was first approved by the Pastor. Then such amendments will be presented to the organization at a general meeting.

PCCW Policies (04-8-19)

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. First, they will be reviewed and approved by the Pastor. Then 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.

Article XII. Standing Rules of Sacred Heart PCCW

1. The meetings of the PCCW shall include the recitation of the Rosary during that time all members are encouraged to attend the Community Rosary prayed in the church starting at 5:30. The meetings shall be opened with prayer by the PCCW officer in charge.
2. The Rosary will be prayed thirty (30) minutes before Masses on Saturday and Sunday. All members can participate in helping in the recitation.
3. Throughout the year there are 6 Masses said for deceased members of PCCW
4. PCCW members will pray the Rosary at funerals if requested by the family of the deceased.
5. The responsibilities of the members are:
 - a. Members are asked to pray the Rosary daily.
 - b. Respond to calls from Group Chairperson to help with the funeral lunches and provide baked goods.
 - c. Participate in PCCW activities throughout the year (Christmas Raffle, Steak Raffle, Ponczka making and sales, and Ponczka Raffle, Cherry Tree, and Party)
5. Attend PCCW Meetings

Expenses:

1. Expenses incurred by the President, Vice President, or any member shall be reimbursed from the Treasury within thirty (30) days.
2. An expense voucher, dated, and stating the purpose of expenses needs to be signed by the person presenting the voucher, the Treasurer, and one member of the Executive Committee. The voucher needs to be submitted to the PCCW before reimbursement within thirty (30) days.
3. Reimbursement for funerals

Budget:

1. PCCW shall submit budget request through the Parish office to be reviewed by Sacred Heart Finance Council and approved by the Pastor.
2. Once the budget is approved any expenses incurred along with the approved budget shall go through the Sacred Heart Finance Council for review and approved by the Pastor.

Code of Conduct

1. All members shall foster a welcoming attitude and treat everyone with human dignity, respect, patience, integrity, courtesy, and consideration. All conduct should reflect the presence of Christ in each person.
2. Please respect confidentiality
 - Do not share inappropriate information
 - Do not share information that leads to gossip
3. Please use appropriate language
 - Remember to be constructive in your tone and manner
 - Do not use divisive commentary. It can lead to disagreements and can alienate someone.
4. We need to practice good stewardship towards our Parish, School, and Community
 - Continue to have a welcoming attitude
 - Members need to be positive role models
5. When conflicts arise they shall be handled accordingly:
 - small issues can be settled at a general Council meeting
 - bigger issues need to be brought to the executive board and settled outside of a general Council meeting
 - if an issue cannot be resolved the Spiritual Advisor (Pastor) will be informed
6. Remember it is our **enthusiasm, attitude, and the love of the Church** that becomes contagious!