

**Holy Redeemer Council of Catholic Women (HRCCW)  
CONSTITUTION AND BY-LAWS**

**Article I  
Name**

- Section I.** This Organization shall be known as the Holy Redeemer Council of Catholic Women.
- Section II.** This Council is a member of the National Council of Catholic Women and the New Ulm Diocesan Council of Catholic Women

**Article II  
Purpose**

- Section I.** To unite all the Catholic women of Holy Redeemer parish in religious, educational and social activities.
- Section II.** To assist the pastor in spiritual and material undertakings for the welfare of the Parish.
- Section III.** To serve as the agency through which the women of the parish shall participate in the Diocesan program of Catholic action, affiliation with the Deanery, Diocesan and National Councils of Catholic Women.

**Article III  
Membership**

- Section I.** Membership in this organization shall be every woman of the parish, 18 years and older.

**Article IV  
Amendments**

- Section I.** This document may be amended at any regular meeting by a two-thirds vote of members present, provided the amendment has been approved by the Pastor or Moderator and the officers, and has been read at a previous meeting.

**Article V  
Officers**

- Section I.** The Pastor, or the person appointed by him shall be the Moderator of the Organization.
- Section II.** The Officers of this Organization shall be: President, Vice President, Recording Secretary and Treasurer.
- Section III.** The Board of Directors shall include: Moderator, President, Vice President, Recording Secretary, Treasurer, Historian, Commission Coordinators of Organization, Church, International Concerns, Community Concerns, Family Concerns, and Legislation; Committee Chairs of Scholarship and Reverence for Life.

**Article VI  
Term of Office**

- Section I.** The term of office shall be:
  - President.....One (1) year
  - Vice President.....One (1) year
  - Recording Secretary.....Two (2) years
  - Treasurer.....Two (2) years

- Section II.** No officer shall hold the same office for more than two consecutive terms. Recording Secretary shall be elected in the odd years, and the Treasurer shall be elected in the even years. Half of the Coordinators shall be appointed in the even numbered years and the other half in the uneven numbered years.
- Section III.** Board members shall be elected/appointed for a two-year term.

## **Article VII Duties of Officers**

**Section I. Moderator**

- A. The Moderator shall be the spiritual counsel for the organization.
- B. The Moderator shall assist and support the President with the plans for the organization.
- C. The Moderator shall assist the President with appointing an officer should a vacancy occur.
- D. The Moderator shall, with the Board of Directors, be in charge of nominations of new officers and shall assist in contacting potential candidates, especially for the position of Vice-President.

**Section II. President**

- A. The President shall preside at all meetings of the Organization and of the Board of Directors, be an ex-officio member of every committee, and perform all other duties as outlined in Robert's Rules of Order, Revised.
- B. The President shall be the representative of the Organization at the Deanery 2 Council Board of Directors.
- C. The President shall keep the membership advised of all communication from the Deanery 2, Diocesan and National Councils. The President shall be one of the official delegates of the Organization to the annual Convention of the Diocesan Council.

**Section III. Vice President**

- A. The Vice-President shall preside at meetings in the absence of the President and act for her in case of her absence or disability.
- B. The Vice-President shall assume duties of the President in the ensuing year.
- C. The Vice President shall be in charge of the membership.

**Section IV. Recording Secretary**

- A. The Recording Secretary shall keep an accurate record of all meetings in the Secretary's book.
- B. The Recording Secretary shall be responsible for all correspondence and all usual duties of the Secretary.
- C. The Recording Secretary shall be responsible for forwarding the name and address of the President and the Commission Coordinators to the Deanery 2 President. Immediately after installation of Officers, the Recording Secretary shall send the name and addresses of the President to the Treasurer of the New Ulm Diocesan Council of Catholic Women.
- D. The Recording Secretary shall keep a copy of the current and past HRCCW Constitution and By-Laws.

**Section V. Treasurer**

- A. The Treasurer shall pay all bills and receive all monies of the Organization.
- B. The Treasurer shall keep an accurate record of all disbursements and receipts as set up in the Treasurers' accounts.
- C. The Treasurer shall present a statement of accounts at every meeting.
- D. The Treasurer shall carry out all the other duties usually performed by a Treasurer.
- E. The Treasurer's accounts shall be audited.
- F. The Treasurer shall be bonded.

**Section VI. All Officers and Commission Coordinators**

- A. Each Officer and Commission Coordinator shall keep a file of her activities and

shall keep in contact with her respective Deanery 2 Council Coordinator. They shall report to the Deanery 2 Coordinator (upon request) the program activities carried out by the commission.

- B.** Each member of the Board shall, upon retiring, deliver to her successor all money, accounts, papers, files, and all other property pertaining to the Organization and shall extend any needed assistance to her.

## **Article VIII Board of Directors**

- Section I.** The duties of the Board of Directors shall be to conduct necessary business as may be referred to it by the Organization and to approve work and plans of the Commission Coordinators.
- Section II.** A vacancy on the Board of Directors before completion of her term shall be filled by appointment of the President and Moderator.

## **Article IX Elections**

- Section I.** The annual election of officers shall be at the May meeting. Installation shall be the last order of business at that meeting.
- Section II.** The Pastor or Moderator, with the Board of Directors, shall be in charge of nominations of new officers.
- Section III.** Election shall be by written ballot whenever there is more than one candidate for an office. The candidate receiving the largest number of votes shall be elected. In case of a tie, additional ballots shall be taken.
- Section IV.** In the event of a vacancy in any office, the Moderator and President shall appoint a member to fill the unexpired term.

## **Article X Meetings**

- Section I.** General meetings will be held three (3) times a year with a fourth gathering being the CDA/CCW joint Christmas Parry. Meetings may be called at the discretion of the Board. The meetings will be preceded by a Mass or prayer service.
- Section II.** Board meetings will be held as needed and are open to all members. All meeting notices will be published in the Sunday Bulletin.
- Section III.** Meetings of the Board of Directors shall be held at the discretion of the members to plan the regular meeting agenda. Special meetings may be called by the President.
- Section IV.** Board business may be conducted with (5) voting members present. Meetings may also be called through electronic means via email.

## **Article XI Dues**

- Section I.** Annual dues in this organization shall be \$25.00.
- Section II.** Annual dues of the organization to the Diocesan and National Council of Catholic Women shall be payable before January 1<sup>st</sup> to the Treasurer of the Diocesan Council of Catholic Women.

## **Article XII Committees**

- Section I.** There shall be such Standing Committees as approved by the Pastor or Moderator, as required

for the proper functioning of the Organization and accomplishments of its purpose.

**Section II.** Among those standing committees shall be those from the Commissions of the Diocesan Council.

**Section III.** Commission Coordinators shall be appointed by the President with the approval of the Board of Directors.

### **Article XIII**

#### **Special Committees and Special Projects**

**Section I.** A Spring Salad Luncheon shall be held with funds being dispersed as follows:  
A designated amount to the NUDDCW Scholarship Fund, and the remainder divided among the areas of Parish Education.

**Section II.** A reception will be held for Pastors and Associate Pastors leaving Holy Redeemer Parish.

**Section IV.** A Mass or prayer service for the living and deceased members of the Organization shall be offered once each month, preferably on the last Monday of the month.

**Section V.** One mass shall be offered for the repose of the soul of a deceased member.

**Section VI.** At 4:00 p.m. the afternoon before the funeral a rosary will be prayed for any member of the Parish and/or a member of the immediate family. Sunday rosary will be at 1:30 p.m.

Revised and Approved: October 22, 2018