

BY-LAWS OF
SAINT COLEMAN WOMEN'S COUNCIL

Established January 14, 2009 and amended January 25, 2016

ARTICLE I

NAME

The name of this organization shall be SAINT COLEMAN WOMEN'S COUNCIL ("Council") and its principal place of business shall be at 1200 S. Federal Highway, Pompano Beach, FL 33062.

ARTICLE II

MISSION

To unite the women of Saint Coleman parish through the pursuit of spiritual growth, service to our parish and then to others, and social enrichment. We will embrace and uphold the teachings of the Catholic Church in all that we do.

ARTICLE III

SPIRITUAL ADVISOR

The Spiritual Advisor shall be the Pastor or someone appointed by the Pastor. He/She shall act as spiritual advisor to the Council and serve on the Executive Board.

ARTICLE IV

MEMBERSHIP AND DUES

SECTION ONE: Membership is open to any woman interested in supporting the objectives of this organization.

SECTION TWO: The amount of the yearly dues shall be determined by the Executive Board. Membership dues shall fund all operating expenses of the Council and its ministries.

SECTION FOUR: The Council year shall begin July 1 and end June 30 of each year. Dues are payable by September and must be paid by the date of the November general meeting in order to retain voting rights and membership in good standing for that council year.

SECTION FIVE: Members in good standing shall be eligible to vote in an election and/or run for office.

ARTICLE V

OFFICERS AND THEIR ELECTIONS

SECTION ONE: Women who are registered members of Saint Coleman parish are the only ones eligible to hold an elected office.

SECTION TWO: There shall be an Executive Board which shall consist of the President/Co-Presidents, Vice President, Finance Officer, Secretary, Communication Officer, Social Director, Parliamentarian and Spiritual Advisor.

SECTION THREE: There shall be appointed by the President/Co-Presidents chairwomen who are members in good standing to chair any and all ministries set by the President/Co-Presidents for the current Council year. These chairwomen may attend meetings of the Executive Board but shall not vote on matters that are presented to the Executive Board.

SECTION FOUR: In case of a vacancy during any term, the Executive Board shall appoint a member(s) to fill the post(s) except for the President/Co-President, in which case the Co-President shall become President and either appoint a Co-President or a Vice-President after the Vice-President shall have filled the vacancy of the President or the Vice-President shall fill the vacancy of the President. In the absence, disability or death of the President, her duties shall be assumed by the Co-President or the Vice-President (if there is no Co-President). In the event the Vice-President or the Co-President is unable to serve in this capacity, the Executive Board shall elect, by a majority vote of those present, one if its members to fill the vacancy.

ARTICLE VI

NOMINATIONS AND ELECTIONS

SECTION ONE: A nominating committee consisting of three (3) members in good standing shall be appointed by the Executive Board and announced by the President or Co-Presidents at the February meeting. The Pastor is an ex-officio member of this committee. The committee shall prepare the slate of candidates for the Executive Board. Any member in good standing may be nominated and shall be on the ballot.

SECTION TWO: The report of the Nominating Committee shall be given at the general meeting in March. Nominations for Executive Board positions may be taken from the floor at the general membership meeting in March.

SECTION THREE: If more than one (1) candidate is nominated for a particular office, there shall be a vote by secret ballot and the Parliamentarian and two (2) tellers shall count and record the vote at the general meeting in April.

SECTION FOUR: The term of all offices shall be one (1) year. No officer shall hold the same office for more than two (2) consecutive terms.

SECTION FIVE: The Executive Board shall be elected at the general membership meeting in April each year and installed in May of the same year.

SECTION SIX: The previous year's President/Co-Presidents shall serve as Special Advisors to the newly elected Executive board for the term of the upcoming council year. In this capacity they shall provide continuity of leadership and serve to provide insight on the previous year's activity and decision-making as requested by the Board.

ARTICLE VII

OFFICERS

SECTION ONE: The President/Co-Presidents shall preside at all meetings; shall exercise general supervision over all affairs and activities of the Council; and shall serve as a member ex-officio of all ministries. She/they shall appoint the Chairwomen of the ministries, consulting with the Executive Board when necessary. When voting, Co-Presidents shall cast one vote in the aggregate.

SECTION TWO: The Vice-President shall assume all duties of the President/Co-Presidents in the absence of the President/Co-Presidents and shall assist the President/Co-Presidents. She shall oversee Council Membership including membership recruiting, attendance, and status tracking. She shall also coordinate and report on ministry activity, at the discretion of the President/Co-Presidents.

SECTION THREE: The Secretary shall keep the minutes of each meeting; shall keep the monthly attendance record of the Council; shall handle all correspondence for the Council; shall prepare and distribute the monthly newsletter; and shall discharge such duties as are incumbent upon this office.

SECTION FOUR: The Financial Officer shall track and report on revenues (including dues) and expenditures monthly to the Executive Board; shall receive all Council funds; pay all bills due and owing; maintain a checking account which shall be held in the name of Saint Coleman Women's Council. All checks shall require two (2) signatures. The financial report presented monthly to the Executive Board shall be entered into the meeting minutes and shall be provided to the general membership monthly via the SCWC Newsletter. This report shall be in a standard profit and loss format as defined by the Board.

SECTION FIVE: The Parliamentarian shall keep the order at all meetings and shall be consulted as to proper procedure.

SECTION SIX: The Social Director shall supervise and plan all social activities of the Council.

SECTION SEVEN: The Communication Officer shall distribute and respond to general e-mail on behalf of the Council and shall oversee the activities of the Web Page and Prayer Warriors ministries.

SECTION EIGHT: The Executive Board shall consist of all officers identified in SECTIONS ONE through SEVEN of this ARTICLE and shall meet regularly on the third Monday of the month, at a designated time and place.

ARTICLE VIII

FINANCIAL REPORTS AND REPORTING

SECTION ONE: All ministries shall report monthly (or as often as events involving money shall occur) to the Financial Officer. The report shall be in a standard profit and loss format as defined by the Board.

SECTION TWO: The Financial Officer shall report to the Executive Board monthly on the financial status of the Council. She shall accumulate the reports of the several ministries, balance the checking account and then present the report in standard format, as defined by the Board, showing the losses and profits of each ministry and, in the aggregate, of the Council. This information shall be communicated by the Board to the general membership on a monthly basis via the SCWC newsletter.

ARTICLE IX

QUORUMS

SECTION ONE: A quorum of the Executive Board shall be four (4) voting members of the Executive Board.

SECTION TWO: A quorum of the general membership shall be four (4) members of the Executive Board and two-thirds of the members in good standing in attendance and voting at the general meeting.

ARTICLE X

MINISTRIES

SECTION ONE: The President/Co-Presidents, with the approval of the Pastor when necessary, shall appoint chairwomen for the ministries as established by the Executive Board at the beginning of the Council year.

SECTION TWO: The duties of the ministry chairwomen and those serving under them shall be assigned by the President/Co-Presidents.

ARTICLE XI

FINANCIAL PLANNING AND USE OF COUNCIL FUNDS

SECTION ONE: Pursuant to Article IV, Section Two, and in keeping with the principles of good stewardship, the Financial Officer shall prepare an Operating Budget by ministry for each ministry established by the Executive Board that year. The Operating Budget shall be prepared at the beginning of the Council year in consultation with the various ministry chairwomen and the Executive Board, and shall be approved by a vote of the general membership at the general membership meeting in September. Ministry chairwomen shall operate within the budgets approved for them.

ARTICLE XII

AMENDMENTS

These By-Laws may be amended at any regular meeting by a two-thirds (2/3rds) vote of those members in good standing who are present at the meeting, provided that copies of the proposed amendment(s) have been read into the minutes and distributed at one meeting and then voted upon at the following meeting. There shall be an announcement via e-mail to the general membership of the intent to put amended By-Laws to a vote. The announcement shall be made at least two weeks prior to the date of the vote.

ARTICLE XIII

PARLIAMENTARY PROCEDURES

The rules contained in Robert's Rules of Order shall govern the Council in all matters in which such rules are applicable and not inconsistent with these By-Laws.