

**Holy Ghost Council of Catholic Women**  
**BY-LAWS**

~~Revised~~ **Ammended** November, 2020  
**March 1, 2021 (sections in red indicate revisions)**  
**The Final Version will have the current date.**

**ARTICLE I**

This organization shall be known as the Holy Ghost Council of Catholic Women (**HGCCW**) an affiliate of Joliet Diocesan Council of Catholic Women (JDCCW) and National Council of Catholic Women (NCCW).

**ARTICLE II**

**PURPOSE**

The purpose of this organization shall be:

Section 1 – To unite all the Catholic women of Holy Ghost Parish in spiritual, educational and social activities.

Section 2 – To promote the spiritual advancement of the members.

Section 3 – To assist the pastor in any activity which he designates for the organization for the welfare of the parish.

Section 4 – To serve as the agency through which the women of the parish shall participate in the Diocesan and National Councils of Catholic Women.

**ARTICLE III**

**MEMBERSHIP**

Every woman of Holy Ghost Parish is a member of this organization.

**ARTICLE IV**

**ORDER**

Robert's Rules of Order, current revision, shall be authority for parliamentary procedure at all meetings, when procedure is not specified in the By-Laws.

**ARTICLE V**

**OFFICERS AND EXECUTIVE BOARD**

Section 1 – The officers of this organization shall be:

A Spiritual Director/Pastor or his appointee, President/Co-President (s), Vice President, Secretary and Treasurer.

Section 2 – The Spiritual Director (ex-officio) is the pastor or his appointed representative. All other officers are elected by the members with the approval of the Spiritual Director

Section 3 – The Spiritual Director, Officers and Commission Chairpersons shall constitute the Executive Board.

Section 4 – Officers shall be elected to a two-year term and shall serve until their successors are installed.

Section 5 – The Board shall plan the routine business of the Council at a meeting outside of the **General Membership Meeting**. One-half of the Executive Board shall constitute a quorum. Any officer or commission chairperson unable to attend is to send an alternate or a report.

Section 6 – Any vacancy in an office, except the President, shall be filled for the unexpired term by appointment of the Executive Board. The appointee to an unexpired term of office may be eligible for the election at the expiration of the term. The Vice-President shall assume the office for the unexpired term if a vacancy occurs in the office of President.

Section 7 – It is the responsibility of all Executive Board Members and **Commission** Chairpersons to keep reports of their respective activities and provide copies to the Secretary.

## ARTICLE VI

### DUTIES OF THE OFFICERS

Section 1 – The Spiritual Director is responsible for the whole tone of the organization and he shall hold the right to rescind any acts of the organization.

Section 2 – The President(s) shall preside at all **General Membership Meetings** of the Council and of the Executive Board. She shall perform all the duties usually assigned to a President. Co-Presidents may share duties of the office of the President. In such cases, Co-President(s) are equally able to perform the full administrative duties required of the Presidency. She shall serve as an ex-officio member of all commissions and committees, except the Nominating Committee. She appoints all commission Chairpersons and Special Committees. She shall be the representative of the organization at the National, Diocesan, and Deanery Councils of Catholic Women meetings.

Section 3 – The Vice-President shall work in close harmony with the President(s) being informed and aware of Presidential duties and in the absence of the President(s), perform the duties of the President. ~~In the absence of the President~~ She shall provide the program and social activities for all **General Membership Meetings**.

Section 4 – The Secretary shall keep the minutes of the meetings of the Council and of the Executive Board and shall furnish a copy of the minutes to the President(s) and to the Spiritual Director. The record shall be open at all times to a reasonable inspection by any member. The Secretary shall oversee the permanent files. In her absence, a temporary Secretary shall be appointed by the President(s). The Secretary shall give notice of all board meetings at a minimum of seven days prior to the meeting date and carry on such general correspondence as may arise.

Section 5 – The Treasurer shall receive all monies and make all disbursements upon approval of the Executive Board, and at the discretion of the Spiritual Director. In any parish organization, the raising of all money and its disposition shall be under the direct supervision of the Spiritual Director. All bills will be paid by checks that are signed by the Treasurer and the Spiritual Director. Financial records may be audited by the Diocesan auditor at the end of the fiscal year.

Section 6 – The Executive Board shall be responsible for carrying out the purposes and policies of the Council. All transactions of appointed committees are subject to the approval of the Executive Board. All contracts shall require two signatures – that of the President and the appointed Committee Chairperson. The Council shall not be responsible for any financial obligations **or payments made by any member**, ~~made by the Board or its Commissions~~ without approval of the Executive Board.

Section 7 – Within one month after the expiration of the term of office, each retiring officer shall present to her successor **all** material relative to the office.

## ARTICLE VII

### MEETINGS

Section 1 – General membership meetings can be held ~~monthly~~, from September through May. The Executive board shall determine changes in schedule.

Section 2 – Executive Board shall meet monthly August – May, except for December.

Section 3 – Meetings of the Commissions and Special Committees shall be at the call of their respective chairperson.

## ARTICLE VIII

COMMISSIONS-The purpose of the Commission system is the coordination of the programs of the HGCCW.

~~Section 1 – Church Communities Commission's aim is to create a community of God's people that is educated and dynamic. Its program of study and action in the areas of scripture, liturgy discipleship, and ecumenism lead to the experience of community and of Christ's own life.~~

### Commissions

Section 1 – Spirituality Aim is to create a community of God's people that is educated and dynamic. Its focus is on the spiritual aspects of our faith and how we can act on our convictions in the public sphere. It works to reinforce faith through liturgy, scripture study, and ecumenism.

Actions can include organizing trips to local shrines and spiritual centers, support public rosary events, provide opening and closing prayers for HGCCW meetings, promote Eucharistic Adoration and holy hours, and support vocations.

Section 2 – Service The Service Commission includes Family, Community, and International. Aim is to support and enhance the importance and reverence of family life by assisting members in achieving truly Christian family living and to preserve Christian principles in those areas that pertain to the welfare of all families; create a physical and social environment in which the true sense of community is realized by encouraging involvement in personal acts of charity; and create awareness and education of the needs of people throughout the world.

Actions can include supporting local family outreach programs including assistance to domestic abuse shelters, reverence for life, and International NCCW Day of Prayer and Fasting to End World Hunger; providing informative sessions that identify local and international needs in the areas of family living, health and welfare; promoting programs, such as, Catholic Relief Services, Cross Catholic Outreach, that share our resources with people in undeveloped or developing nations.

Section 3 – Leadership Aim is to work with the Deanery, JDCCW and NCCW to support organizational development and training to insure the successful management of HGCCW and its programs.

Actions can include sharing Deanery, JDCCW, and NCCW legislative information and publications; public relations and publicity; developing general membership meeting program topics; and promoting membership and membership drives.

~~**Section 2 – The Spiritual Director is ex-officio the pastor or his appointed representative. All other officers are elected by the members with the approval of the Spiritual Director**~~

~~**Section 3 – Community Commission: Aim is to involve the members of NCCW and all people in working to answer the needs of their individual communities. Its program strictly determined by local needs, includes such areas as housing, urban development, rural life, safety, health and welfare and government.**~~

~~**Section 4 – International Commission: Aim is to awaken in all Christians a conviction of their responsibility for the international society and to create through this conviction a brotherhood of all peoples. Its program of study and action is concerned with peace, education for international understanding, international relief and development, hospitality to foreign students and visitors, and participation in meetings of an international nature.**~~

~~**Section 5 – Organization Services Commission: Work is to act as a service bureau for all NCCW affiliates and to give supportive services to the commission and committee. Its services include organization development, field services, public relations, legislative information and publications.**~~

~~**Section 6**~~ **Section 4** – A term of commission chairperson shall be two years. With the approval of the President(s), the Chairperson may choose sub chairperson(s) to effectively perform its function. A sub chairperson may at the request of the President(s) or Commission Chairperson act on behalf of the Chairperson or report directly to the Board on her specific activity.

~~**Section 7**~~ **Section 5**– All commission and committee chairpersons and vice-chairpersons shall keep records of their activities in their files. **Each retiring chairperson shall collaborate with her successor to insure the transition of commission activities.**

## ARTICLE IX

### NOMINATIONS AND ELECTIONS

Section 1 -- The Nominating Committee shall be formed at the February meeting and shall consist of a Chairperson to be appointed by the Spiritual Director and President; two members to be of the Executive Board and two members from the regular membership – a total of five members. All nominees must be approved by the Spiritual Director and must be made public prior to the April Council meeting. The list shall be presented by the Nominating Committee at this meeting.

Section 2 -- Election of officers shall be held every two years at the **General Membership Meeting** in April.

Section 3 -- All elections of officers shall be by ballot unless there is only one candidate for each office. **Officers can then be elected by acclamation. In case of a ballot election,** tellers shall be appointed by the President.

Section 4 -- A majority vote **by** the members present shall elect the officers.

## ARTICLE X

### AFFILIATION AND DELEGATES

Section 1 – This organization shall limit its affiliation to membership in the National Council of Catholic Women and the ~~Joliet~~ Diocesan Council of Catholic Women ~~and East-South DuPage Deanery.~~ ~~(or one appointed by the Diocesan and the Spiritual Director).~~

Section 2 – The delegates shall be the President(s) and Spiritual ~~Advisor~~ Director. Their alternates shall be appointed and approved by the HGCCW President(s) and the Executive Board. They shall serve as official representatives of this organization for the National Council of Catholic Women convention. The expenses for the approved delegates will be paid for by the HGCCW not to exceed the budgeted amount.

## ARTICLE XI

### FINANCES

Section 1 – There shall be no membership dues.

Section 2 – A budget shall be prepared by the officers and approved by the Executive Board at the first Executive Board meeting of the fiscal year – July 1 thru June 30.

## ARTICLE XII

### AMENDMENTS

The By-Laws shall be reviewed ~~annually~~ biennially and so amended as necessary for the successful carrying on of the work of the Council. A By-Laws Committee shall be appointed by the President(s) ~~in May~~ to make recommendations for such amendments as may seem feasible. These recommendations shall be presented in writing for approval to the Executive Board. ~~They shall become effective by a quorum vote at a General Membership meeting. at its first autumn meeting and to the Council at the first general meeting in autumn. They shall become effective after a quorum vote of members present at the next general meeting.~~

## ARTICLE XIII

### POLITICAL ACTIVITY

Section 1 – No officer of this organization may be a candidate or hold elective political office at the state or national level while an official officer of the ~~Holy Ghost Council of Catholic Women~~ HGCCW.

Section 2 – No monies shall be given in the name of the ~~Holy Ghost Council of Catholic Women~~ HGCCW to support the activities of a political candidate.

## ARTICLE XIV

### DISSOLUTION

Upon dissolution of this organization, all of its assets remaining after payment of all ~~cost and~~ **outstanding** expenses of ~~such dissolution~~ shall be distributed to the Church of the Holy Ghost which has qualified for exemption under section 501 C of the Internal Revenue Code and none of the assets will be distributed to any member or officer of this organization.

### STANDING RULES

1. The Woman of the Year shall be elected at the February General **Membership** Meeting by the members of the ~~Council~~. **HGCCW**. Nominations may be presented by any ~~Council~~ **HGCCW** member to the Executive Board prior to the January board meeting. All nominations must be approved by the Spiritual ~~Advisor~~. **Director**.
2. ~~The Council shall pay registration fees for officers or delegates attending diocesan conventions and deanery meetings and shall not exceed the budgeted amount for these events.~~

#### **Change numbers**

3. **2.** The Council of Catholic Women's Eucharistic Celebration for its living and **deceased** ~~dead~~ members will be celebrated at the annual CCW Mass.
4. **3.** The ~~Council~~ **HGCCW** shall not lend its name or sponsorship to any commercial product or company.
5. **4.** The **HGCCW** ~~Holy Ghost Council of Catholic Women~~ shall pay the annual National Council of Catholic Women dues, **the Joliet Diocese CCW dues, and the East South DuPage Deanery dues.**
6. **5.** A joint meeting of the incoming and outgoing ~~boards~~ **officers** will be held following the election of new officers.
7. **6.** The President(s) at her/**their** first board meeting shall ~~read~~ **distribute** the By-Laws to **the new board members.** ~~her board.~~
8. **7.** **HGCCW** ~~Holy Ghost CCW~~ shall contribute annually to the Bishop Blanchette Scholarship Fund in an amount determined by the board. ~~There should also be considered an amount and number determined for scholarship to be given to children of the parish attending Catholic High School.~~
9. **8.** When an officer or a long and faithful member of the **HGCCW** ~~Holy Ghost Council of Catholic Women~~ passes away, **a member of the Spirituality Commission,** we shall consult with the family and ask if they ~~would~~ wish to have an Honor Guard at the Funeral Mass **and will** ~~—A member of the Board shall be appointed to organize this tribute. A small stipend to the Church or a Charity should be donated in memory of the member.~~ **HGCCW will offer a mass memorial in honor of the deceased.**

By-laws Committee Members:

Judy Carter  
Adrienne Curiale  
Carole Fitzpatrick  
Mary Beth Kurpiel  
Gina Reckard  
Kelly Scardina  
Ann Scurto  
Margaret Smielewski

The HGCCW By-Laws have been amended on these dates:

October 22, 2013

September 23, 2014

November 2020