

CHRIST THE KING COUNCIL OF CATHOLIC WOMEN
BY-LAWS

Article I: Name

This women's organization shall be known as the Christ the King Council of Catholic Women (CTKCCW).

Article II: Objectives

Our purpose is to enhance our personal spiritual lives and that of our parish; to promote fellowship with all the members of our church; to serve wherever there is a need within the church and our community; to encourage each individual to contribute "time, talent, and treasure" for the good of all.

Article III: Membership

- A. Membership shall be open to all women of Christ the King parish.
- B. Dues paying members have a voice and vote and are eligible to hold office.
- C. Non-dues paying members have a voice at all meetings and events, but no vote and are not eligible to hold office.

Article IV: Government

- A. Board of Directors: This Organization shall be governed by a Board of Directors. The Board of Directors shall consist of the current officers. Officers shall consist of President, Vice President, Secretary, and Treasurer.
- B. Appointments: The President shall appoint the commission and committee chairs. She may appoint a Parliamentarian and/or a Corresponding Secretary if she sees the need.
- C. Vacancies: Vacancies in office (except the office of President) occurring during the regular term of office shall be filled by the President with the approval of the Board of Directors.
- D. Term of Office. The term of office for President, Vice President, Secretary and Treasurer shall be 2 years. No officer may serve more than 2 consecutive terms in the same office.

Article V: Election of Officers

A nominating committee shall be appointed no later than the March meeting preceding the election with election of officers at the April meeting and installation of officers at the May or June meeting. Election of officers will be by the majority vote of members present.

Article VI: Duties of Officers

A. President:

1. Shall preside at all regular, special and board meetings;
2. Shall be the official representative of the organization;
3. Shall appoint all committee chairs;
4. Shall appoint a member to fill any vacant office;
5. Shall perform all other duties as required.

B. Vice President:

1. Shall assist the president as necessary and perform the president's duties in the president's absence;
2. Shall perform duties as Program Chairman;
3. Shall perform all other duties as required.
4. In the absence of the President, the Vice President shall assume the duties of the president, until the elected President can resume duties or until the next Board election.

C. Secretary:

1. Shall record and maintain records of all meetings and be responsible for all correspondence;
2. Shall perform all other duties as required.

D. Treasurer:

1. Shall present the organization's budget for approval to the general membership at the September meeting;
2. Shall collect and disperse all funds;
3. Shall present a written financial statement to the officers and pastor, and an oral presentation to the general membership monthly.

4. Shall perform all other duties as required.

Article VII: Dues

Dues will be determined at the first general membership meeting in the Fall.

Article VIII: Meetings

A. The organization will meet on a monthly basis (with the exception of the summer months) for the transaction of such business as shall be brought before it.

B. The Board of Directors shall meet as required. Special meetings of the Board shall be subject to call by the President.

C. When a meeting is impossible, members of the Board may be canvassed by phone, mail, or e-mail to make a decision in an emergency.

D. A quorum for the transaction of business shall be a majority of those present.

Article IX. Amendment to the By-Laws

A proposal for amendment to these By-Laws must be presented at the regular meeting of Christ the King Council of Catholic Women and recorded in the minutes to be read and voted upon at the following general meeting. The by-laws may be amended only by a majority vote of members present. The revision shall become effective immediately upon adoption.

Initial By-Laws for Christ the King Council of Catholic Women

As of September 2019

STANDING RULES

1. Expenses for the officers are provided in the budget. These expenses shall include (but not be limited to):
 - A. Postage, copying and telephone;
 - B. FCCW/DCCW/NCCW convention expenses: room, banquet, transportation, and registration for the President or her designee.
2. The Board may not make a disbursement of over \$100 without the approval of the general membership.
3. The Spiritual Advisor will be invited to attend the DCCW convention and if he chooses to attend his expenses will be reimbursed.
4. Honorarium for speakers at the General meetings will be a suggested minimum of \$25.
5. All bills must be submitted within 2 weeks of an event for reimbursement.
6. If a member of CTK wishes to join and be a voting member, but is financially unable to pay dues, with the approval of the President, Vice President and Treasurer, her membership will be approved.
7. These Standing Rules may be amended by a majority vote of the general membership present at a regular meeting.